

Obligations of Public Authorities



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

English Version

PUSHPA GUJRAL SCIENCE CITY
Jalandhar-Kapurthala Road, Kapurthala (Punjab)

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Pushpa Gujral Science City has brought out this manual for Information and guidance of the stakeholders and the general public.

- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible

- III. The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it.

- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

1.1 Name and address of the organization:-

Site Office:-

Name: Pushpa Gujral Science City
Registered Name: Council of Pushpa Gujral Science City
Registration: Under the Society Registration Act, 1860
Registered Office: Village & PO Wadala Kalan,
Jalandhar –Kapurthala Road, Kapurthala (Punjab)

Telephone No.: 91 - 1822 – 501963 / 501964

Site: Village & PO Wadala Kalan,
Jalandhar –Kapurthala Road, Kapurthala (Punjab)

Open: 365 days year, 9:00 AM to 5:00 PM

(Exception as per holiday(s) notified by Government as election etc.)

1.2 Name and address of the organization:-

Name: Media Interaction cum Marketing Centre and
DG Camp Office
Registered Name: Council of Pushpa Gujral Science City
Registration: Under the Society Registration Act, 1860
Registered Office: 6th Floor, 5th Tower, Forest Complex, Sector 68, Mohali

1.3 Head of the organization:

Director General, Pushpa Gujral Science City

1.4 Key Objectives:

- To study and exhibit the interaction of science, technology, energy and environment with human life through personal experience-based presentation.
- To design and develop exhibits, demonstration equipment and educational technology on frontier areas of science and technology.
- To undertake and encourage research and training for (a) ecologically sustainable development; (b) conservation, evaluation and utilization of the nation's biological wealth; (c) development and harnessing alternate sources of energy; and (d) technology development, information dissemination and science communication.
- To render assistance to universities, technical institutions, museums, schools and colleges or other bodies in planning and developing science exhibitions and also in training of personnel.

- To provide support to state Governments, public bodies and institutions, and/ or to undertake responsibility for planning and development of Science Cities in India and/ or to undertake the responsibility of running and maintenance of such facilities and activities.
- To establish and award research fellowships, prizes, traineeships and financing of specific research in relevant fields and to publish scientific papers, books and journals devoted to the activities of Science City.
- To collect and disseminate information in regard to science, technology, energy and environment through both print media and electronic media.
- To enter into agreements with foreign scientific agencies and science and technology museums/ centres and like institutions in specialized areas pertaining to the activities of Pushpa Gujral Science City for exchange of professionals study tours, training, conducting joint projects, providing technical assistance in the establishment of science cities and like institutions and for other matters consistent with the aims and objectives of the Society.
- For the purpose of the Society to draw and accept, make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
- To invest the funds of or money received by or entrusted in the Society in such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investment.
- To borrow money from Central or State Governments, banks or other financial institutions for the purpose of the Society.

- To accept grants, donations, sponsorships or any other kind of financial supports or aids from the Central Government, State Governments, public bodies, corporations, companies or persons for the purposes of the Society and to impose entrance fees, service charges and other compensations for different exhibits and services provided by the Pushpa Gujral Science City.
- To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Society and to construct or alter any building which may be necessary for the Society.
- To sell, lease, exchange, gift mortgage, license or otherwise transfer all or any portion of the movable or immovable properties of the Society.
- To employ and pay the necessary staff for the purpose of the Society and maintain Provident Fund, Gratuity and superannuation schemes etc as per provision of the Rules and Regulations applicable to this Society for the benefit of such staff, to engage contractual or daily wage labour, trainees and volunteers and to pay suitable remuneration, stipend, pocket allowances etc.

- ✓ To do all other such things as the Society or the Governing Body may consider necessary, incidental or conducive to the attainment of the above objectives

Functions and duties:

- To supplement formal science education, to create excitement among the students about science & technology and to enthuse them to take up careers in science & technology



- **STRATEGY:** Setting up Galleries with interactive exhibits providing hands-on and minds-on experience
- To promote creativity and innovation among the young generation



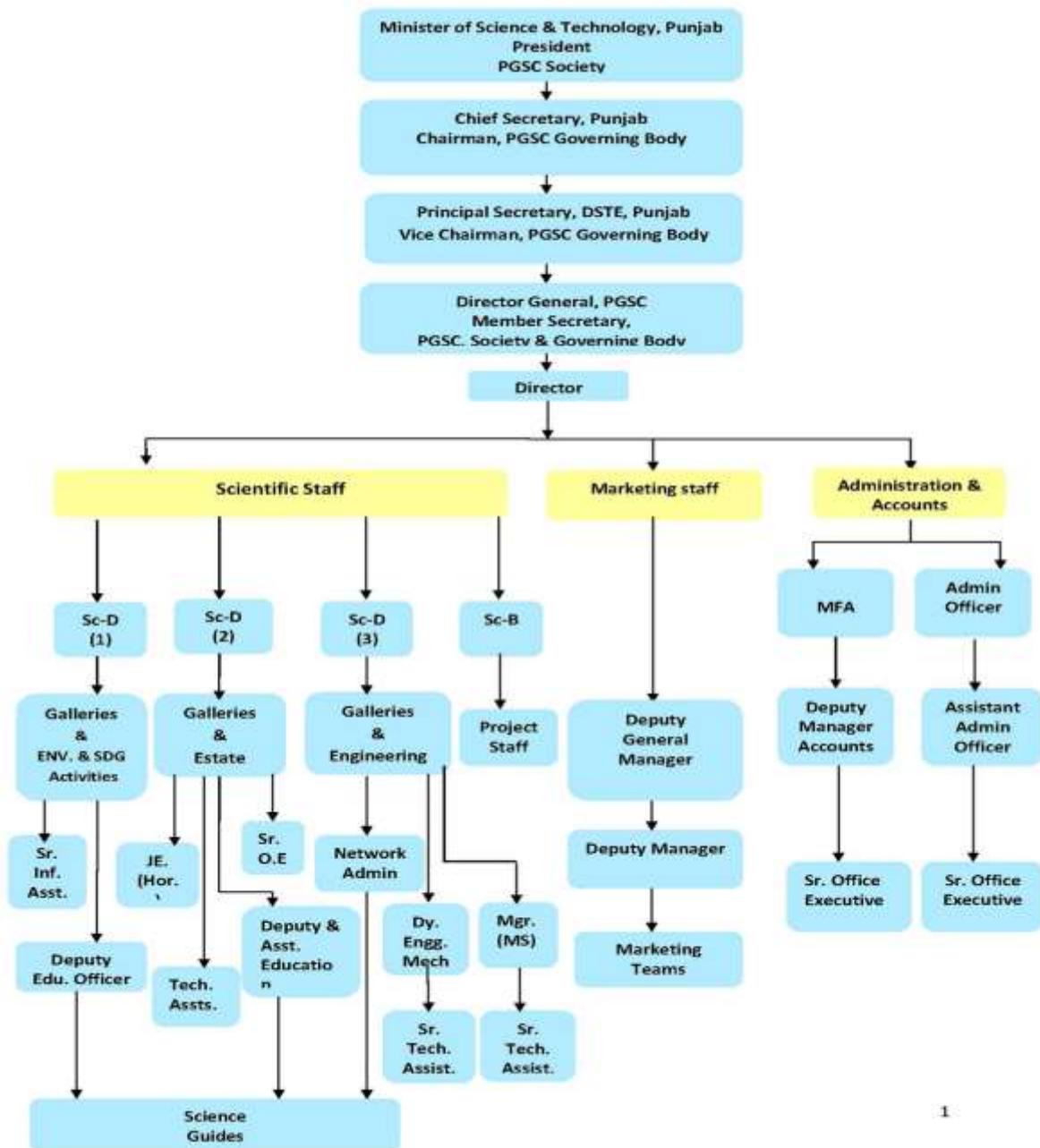
- **STRATEGY:** Organization of
- Science Fest: (November) for school students
- Inno-tech (March) for engineering students
- Project Regional Incubation Science Hub for Innovators
- Promoting Techno- Entrepreneurs
- To build scientific temper among the general masses and to develop informed and knowledge based society.



- **STRATEGY:** Organize / celebrate socially and scientifically important days / events to create public awareness about issues of global, national and social importance. Invite prominent experts in the various areas of science and technology for expert lectures.

1.5 Organization chart:

PUSHPA GUJRAL SCIENCE CITY
Organizational Chart



2nd Manual: Powers & duties of officers & employees**2.1 Powers and duties of officers (administrative, financial & judicial):**

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1)	Director General	<p>Administrative: Creation of temporary posts on approved scales of pay, appointments, promotions, termination, advance increments, acceptance of resignation, providing of telephone facilities to the officers at their residence & other administrative matters</p> <p>Financial: Empowered to make purchases upto Rs.25 lakh within the budget.</p> <p>Others: Empowered to sign cheques upto Rs.25 lakh jointly with Manager (F&A)</p>	<p>The Director General is a distinguished Scientist/ Technologist, or a leader in science museums and is appointed by the President on recommendations of a high power selection committee, which is constituted by the Governing Body. Subject to any order that may be passed by the Society, or by the President or Vice-President in exercise of their powers, and the decisions of the Governing Body, the Director General is responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and its Chairman and he is vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.</p> <p>The Director General, subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and its Chairman, exercise authority and disciplinary control over the officers and staff of the Society, and prescribe their duties and functions. The Director General is the Chief Executive of the Society who looks after, coordinates and administers the activities of the Society and ensures that policies devised by the Governing Body are communicated to and effectively implemented. He may delegate specific powers to the officer(s) of the Society with the approval of the Chairman.</p> <p>The Director General is also be the Secretary of the Society. He has the power to file and defend suits or other legal proceedings on behalf of the</p>

			Society and has the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise any dispute relating to the Society, subject to decision, confirmation and ratification of the Governing Body. A part of this power can be delegated to the Administrative Officer of PG with approval from the Governing Body.
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2)	Director	<p>Administrative:</p> <ul style="list-style-type: none"> ➤ To sanction annual grade increment to all the staff ➤ To sanction tour programme of the staff ➤ To ensure timely completion of ACR's every year, of all the staff members of PGSC ➤ To sanction all type leaves to staff under his control ➤ To accept joining and departure report of staff <p>Financial :</p> <p>Sanction to purchase</p> <p>(a) Without quotation / without formation of 3 members committee (in emergent cases): 25,000/-</p> <p>(b) With quotation : 50,000/-</p> <p>*limit to purchase with/without quotation (Sr. No. 1a & b) to be in consonance with General Financial Rules)</p> <p>Power to Constitute Local Purchase Committee</p> <p>Local Purchase Committee of three members for</p>	The Director exercises authority and disciplinary control and also have administrative control over the officers and staff posted at PGSC, Kapurthala. The Director exercises the nature of powers to the extent of delegation made to him.
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	<p>purchase of Goods on each occasion : 1,00,000/-</p> <p>Office Expenditure To sanction payment of</p> <p>(a) Electricity, Water, Fees and Tax, Telephone Bills, insurance of Assets, postage and telegram, Petrol, diesel of cars etc. : Full Power</p> <p>(b) Maintenance contract for equipment including repairs and consumables : 10,000</p> <p>(c) Travelling expenses : Full Power</p> <p>Payment of TA advance to the staff: Rs. 10,000/-</p> <p>To make payment in connection with arrangement (Stay, lunch, dinner) of the dignitaries visiting PGSC & other meeting expenses : Rs.25,000/- Subject to the limit of Rs.2.5 Lac per year</p> <p>Entertainment of Guests : Rs. 1500/- at a time Subject to the limit of Rs.1.0 Lac per year</p> <p>To make payment of medical reimbursement to staff/officers of PGSC for outdoor treatment as per rules : Full Powers</p> <p>To sanction repair & maintenance of vehicles of PGSC</p> <p>(a) normal running & maintenance: Rs. 5,000/-</p> <p>(b) Special running & maintenance from authorized agency: Rs. 25,000</p>	
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	<p>To make payment of salary & allowances/ TA of the staff : Full Power</p> <p>To make payment towards monthly wages of manpower recruited through Contracting Agencies.: Full Powers</p> <p>Payment of sitting fee / T.A. to experts as per approved rates of the Governing Body : Full Powers</p> <p>Other: No</p> <p>Judicial: Director/Administrative Officer can file and defend suits or other legal proceedings on behalf of the Society. He is also given authority to sign agreement/legal documents to be executed on behalf of the PGSC Society. [Office Order No. 7 dated 9-3-2012, the 16th meeting held on 22-06-2006 of the Governing Body]</p>	
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3)	Deputy Director	<p>Administrative: To sanction casual leave to the staff working under his Control</p> <p>Financial: Sanction to purchase without quotation upto Rs. 1000/- and with quotation upto Rs. 2500/-</p> <p>Others: No</p>	He is supervising and controlling the functioning of floor at Science City of PGSC and also has administrative control over the floor staff and all the matters pertaining to Exhibits and other such related matters which are processed and sent by him to the Director.
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4)	Dy. General Manager (Mktg. & PR)	<p>Administrative: Delegate the administrative powers in respect of the matter pertaining to Media Centre, Mohali</p> <p>Financial: Allow to draw an imprest of Rs. 5000 (it will be recouped from time to time) for smooth functioning of Media Interaction Centre, Mohali</p> <p><i>[As per office order no 125 dated 28-01-2019]</i></p> <p>Others: No</p>	
5)	Executive Engineer	<p>Administrative: To sanction casual leave to the staff working under his control</p> <p>Financial: No</p> <p>Others: No</p>	Supervision of the construction work and executing agreements with the contractors on behalf of the PGSC

2.2 Powers and duties of other employees:

6)	Scientist C (Science Voyage Hall)	Administrative: NO Financial: Yes, upto a limit of Rs. 5000 /- without calling quotations / without formation of 3 member committee (As per office orders no 07 dated 13-01-2010) Judicial: No	<ul style="list-style-type: none"> - Operation & Maintenance of Galleries - Co-ordination for celebration of Scientific & Technology Day - Supervision of Education Staff & Science Guides
7)	Scientist C (Science Explorium) Ground Floor (Health Gallary / Sports Gallary etc.)	Administrative : NO Financial: No Judicial: No	<ul style="list-style-type: none"> - Operation & Maintenance of Galleries - Co-ordination for celebration of Scientific & Technology Days - Supervision of Educational Staff & Science Guides
8)	Scientist C (Science Explorium) First Floor	Administrative : NO Financial: No Judicial: No	<ul style="list-style-type: none"> - Operation & Maintenance of Galleries - Co-ordination for celebration of Scientific & Technology Day - Supervision of Educational Staff & Science Guides
9)	Administrative Officer	Administrative: NO	He is supervising all the work relating to appointment of staff of PGSC, preparation of agenda items for the meetings of Society and Governing Body.

		<p>Financial: Empowered to sanction and pass bills up to Rs 1000/ each case</p> <p>Others: Joint signatory of cheques with Director General</p> <p>Judicial: The Governing Body in its 16th meeting held on 22-06-2006 approved the delegation of powers to the Director/Admn Officer to file and defend suits or other legal proceedings on behalf of the Society.</p>	All the cases are routed by him to the Director General for approval.
10)	Manager (Finance & Accounts)	<p>Administrative : No</p> <p>Financial: No</p> <p>Others: Empowered to sign cheque upto Rs. 25000/- jointly with Director and above Rs. 25000/- jointly with Director General.</p>	Judicial: He is supervising the accounts matter. All the payments are being processed and sent to the Director for approval as per delegation of powers. He is responsible for controlling its Finances/Budget, maintenance of accounts, internal audit and Audit by CAG approved Auditor and Audit by the office of A.G.(Audit), Punjab.
11)	Manager Estate	<p>Administrative: No</p> <p>Financial: Yes, upto a limit of Rs. 5000 /- without calling</p>	He is supervising all the work of Security Services, Housekeeping, contracting agencies and implementation of contract agreements. He is In charge of the property of the Science City and is responsible for its

		<p>quotations / without formation of 3 member committee (As per office order no 59 dated 21-09-2011)</p> <p>Others: No</p>	<p>maintenance and security.</p>
12)	Deputy Engineer (Electrical)	<p>Administrative: No</p> <p>Financial: • Yes, up to a limit of Rs. 5000 /- without calling quotations / without formation of 3 member committee (As per office order no PGSC/2007/460 dated 13-12-2007)• Imprest amount Rs 2000/- as per office order no. pgsc/22 dated 15-4-15</p> <p>Others: No</p>	<p>Operation & Maintenance of Electrical Work of PGSC</p>
13)	Deputy Engineer (Mechanical)	<p>Administrative: NO</p> <p>Financial: Yes, upto a limit of Rs. 5000 without calling quotations / without formation of 3 member committee (As per Office Order No. 122 dated 19/01/2019)</p>	<p>Development & Maintenance of Exhibits</p>

		Others: No	
14)	Assistant Administrative Officer	Administrative: No Financial: No Others: No	Maintenance of personal files and Service Books of the staff and timely processing of the cases concerning different administrative matters of the staff. Liaison with the government departments related to the day to day functioning of the Society, any other work assigned as per PGSC requirements.

2.3 Rules/orders under which powers and duties are derived:

- ❖ Please refer Schedule of Powers Manual No. 17.7.3
- ❖ Staff Service Rules (Model Cadre Structure) Manual No. 17.7.1.

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

- ❖ **Director General:** The Director General is the Chief Executive Officer. He takes final decisions in all matters, as per powers given in the Memorandum of Association. The following officers assist him to take decision in different fields and matters.
- ↓ **Director:** He is the overall controlling officer at site and all the cases relating to administrative, financial and other official matters are routed through him and sent to the Director General for taking final decisions and approval as per the delegation of power.
- ↓ **Deputy Director:** He is supervising and controlling the functioning of floor at Science City of PGSC and also has administrative control over the floor staff and all the matters pertaining to Exhibits and other such related matters which are processed and sent by him to the Director.
- ↓ **Executive Engineer:** He is supervising the construction work and executing agreements with the contractors on behalf of the PGSC
- ↓ **Administrative Officer:** He is supervising all the work relating to appointment of staff of PGSC, preparation of agenda items for the meetings of Society and Governing Body. All the cases are routed through him to the Director General for approval.
- ↓ **Manager Estate & Contract Services:** He is supervising all the work of Security Services, Housekeeping, contracting agencies and implementation of contract agreements. He is In charge of the property of the Science City and is responsible for its maintenance and security.
- ↓ **Manager Marketing & Public Relations:** He is supervising all the matter with regard to marketing policies of the Society as well advertisements.

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- ↓ **Manager Finance & Accounts:** He is supervising the accounts matter. All the payments are being processed and sent to the Director for approval as per delegation of powers. He is responsible for controlling its Finances/Budget, maintenance of accounts and internal audit and Audit by CAG approved Auditor and Audit by the office of A.G.(Audit), Punjab.
 - ↓ **Superintendent / AAO:** He is supervising the maintenance of personal files and Service Books of the staff and timely processing of the cases concerning different administrative matters of the staff. Liaison with the government departments related to the day to day functioning of the Society.

3.2 Final decision making authority:

Director General, PGSC is the final decision taking authority. In case there is any matter regarding policy making or not in the powers of DG, PGSC, the matter is taken up in the Governing Body / Society of PGSC.

3.3 Related provisions, acts, rules etc:

- ❖ Please refer Schedule of Powers Manual No. 17.7.3

3.4 Time limit for taking a decision, if any:

Time taken for any decision depends upon the subject and matter.

3.5 Channels of supervision and accountability:

- ❖ Please refer organisation chart Manual No. 1.5.

4th Manual: Norms for discharge of functions**4.1 Nature of functions/services offered:**

The functions and services provided by PGSC are as per Aims and Objectives of PGSC Society provided in the Memorandum of Association or as decided by its Governing Body.

4.2 Norms/standards for functions / service delivery:

As per MoA of PGSC, Service Bye-laws of PGSC, Schedule of Powers of PGSC and guidelines and notifications of the Govt. of Punjab & Government of India from time to time to discharge its day to day functions (such as GFR of Government of India, CVC Guidelines of Government of India).

4.3 Time-limits for achieving the targets:

NA (In case of tenders as per contracts case to case)

4.4 Reference document prescribing the norms:

MoA, Service Bye-laws, Schedule of Powers, General Financial Rules (GFR) rules of Government of India and CVC Guidelines

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

5.1 Title and nature of the record / manual / instruction Gist of contents:

S.no	Title	Nature	Gist of Content
1)	Memorandum & Articles of Association	Statutory Document	Rules & regulation for the functioning of the Corporation
2)	Service Rules	Rules	Covering the service conditions and rules formulated by the Board of Directors
3)	RTI Proactive Disclosures	Statutory Document	Under section 4(B) - 17 Manuals
4)	Schedules of Powers	Statutory Document	Powers given to Officers

6th Manual: Categories of documents held by the Authority or which are under its control

- 6.1 Title of the document
 6.2 Category of document
 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
Financial Books		
Cash Book	Moving an application	Office Executive (Accounts)
Ledger	-Do-	MFA
Sale Register	-Do-	AMFA
Fixed Assets Register	-Do-	Office Executive (Store)
Store Ledger	-Do-	-Do-
Sales Report of Tickets, Restaurant, Souvenir Shop & Boating	-Do-	AMFA
Agreements of contractors		
Work related to On construction	Moving an application	Asstt. Admn. Officer
Any other books		
Agenda & Minutes of Society Meeting & Governing Body Meeting	Moving an application	Administrative Officer

Other Agreements		
Souvenir Shop, Boating, Restaurant, Security Services, Contracting Services,	Moving an application	Asstt. Admn. Officer
House Keeping, Annual Maintenance of complete plantation	-Do-	-Do -
Operation & Maintenance of Air Conditioners	-Do-	Electrical Engineer
Operation & maintenance of Ride simulators	-Do-	Scientist "C"
Operation & maintenance of large film projection & 3D Cinema	-Do-	-Do-
Providing marketing & resources mobilization for PGSC	-Do-	Manager (Mktg. & Public Relation)

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof.

7.1 Relevant rule, circular etc:

❖ Please refer MOA Manual No. 17.7.2.

7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:

Formulation of Policy

S. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
			MLAs & MPs are members of the Governing Body / Society of PGSC

Implementation of Policy

S. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
			Member Secretary of the Governing Body / PGSC's Society is responsible for implementation of the policy formulated / approved by Governing Body / PGSC's Society.

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc

S.no	Name of the Board/Council/committee etc	Members	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1)	COMMITTEE TO PROCESS THE TENDERS OF MAJOR ITEMS FOR INDOOR / OUTDOOR EXHIBITS AND MAKE RECOMMENDATIONS TO THE GOVERNING BODY. (Constituted by the Governing Body in its 7th Meeting held on 11th November 2002.)	Dr. Rajesh Grover	Director,	PGSC, KPT.	01822-501963
		Representative of Deptt. of Culture, GoI	Representative of Deptt. of Culture, GoI	Ministry of Culture, Sashtri Bhawan, New Delhi	011-23389845
		Representative PSCST (To be nominated by ED, PSCST)	Representative PSCST (To be nominated by ED, PSCST)	PSCST, Sector 26, CHD	0172-2793600
		An expert from the related field (to be nominated by D.G., PGSC on case to case basis)	An expert from the related field (to be nominated by D.G., PGSC on case to case basis)	-	-
		Sh. Sheeraj Batish	, PGSC – Convenor	PGSC, CHD	0172-5077072 0172-2612914 (F)
2)	COMMITTEE TO FORMULATE	Prof. R.K. Kohli	VC, CUP	City Campus, Mansa Road, Bathinda	0164-2430586

	THE PGSC STAFF RULES AND THE OTHER WORKING CONDITIONS OF THE STAFF FOR EFFICIENT FUNCTIONING OF THE SCIENCE CITY (Constituted by the Governing Body in its 13th meeting held on 06-04-2005)	Representative of funding agency (Ministry of Culture, Govt. of India)	Representative of funding agency (Ministry of Culture, Govt. of India)	Ministry of Culture, Shastri Bhawan, New Delhi	011-23389845
		Representative from Punjab Govt. (Personnel Departt.)	Representative from Punjab Govt. (Personnel Department)	Punjab Civil Secretariat, Chandigarh	0172-2740553
		Representative from Punjab State Council for Science & Technology	Representative from Punjab State Council for Science & Technology	PSCST, Sector 26, CHD	0172-2793600
		Representative from the office of Accountant General, Punjab	Representative from the office of Accountant General, Punjab	O/o A.G. Punjab Sector 17, Chandigarh	0172-2703487
		Sh. R.K. Nangia	Sr. E.D. (Fin. & CS), L	PICTC, Sector 17, Chandigarh	0172-5256455
		Sh. A.K. Kakria	Sr. Admn-cum-Financial Controller (Retd)	C-DAC, Mohali	0172-2237050
		3)	COMMITTEE TO EXAMINE THE ISSUE REGARDING EXTENSION OF TIME AND OTHER RELATED	Advisor	Advisor
Sh. A.N. Chaudhary	Project Manager (Construction)			PGSC, KPT	01822-501963 01822-501966 (F)
Advisor, Electrical	Advisor, Electrical			PGSC, KPT	01822-501963 01822-501966 (F)
Representative of Department of Culture	Representative of Department of Culture			Ministry of Culture, Sashtri Bhawan, New Delhi	011-23389845

	ISSUES OF CONSTRUCTION WORKS, BEING DONE BY M/S UNITECH LIMITED (Constituted by the Governing Body in its 7th Meeting held on 11-11-2002)	Executive Engineer - -- Convener	Executive Engineer --- Convener	PGSC, KPT	01822-501963 01822-501966 (F)
4)	COMMITTEE IN RESPECT OF SELECTION OF ADVERTISING AGENCY (Constituted by the Governing Body in its 10th Meeting held on 20th January, 2004)	Secretary, Sc. Tech. & Env., Pb.	Member	Punjab Civil Secretariat, Chandigarh	0172-2740459
		Director General, PGSC	Member	PGSC, CHD	0172-5077072 0172-2612914 (F)
		Executive Director, PSCST, Chandigarh	Member	PSCST. Sector 26, CHD	0172-2793600
		Project Manager (Construction), PGSC	Member	PGSC, KPT	01822-501963 01822-501966 (F)
		Director, PGSC	Member	PGSC, CHD	0172-5077072 0172-2612914 (F)
5)	COMMITTEE FOR APPROVAL OF NON SCHEDULE	DG, PGSC	Chairman	PGSC, CHD	0172-5077072 0172-2612914 (F)
		Project Manager (P &D)	Member	PGSC, KPT	01822-501963 01822-501966 (F)

	ITEMS (Constituted by the Governing Body in its 6th meeting held on 07-05-2002 and as amended from time to time)	Project Manager (Const.)	Member	PGSC, KPT	01822-501963 01822-501966 (F)
		One Representative either from Finance Deptt. Punjab or A.G. Punjab (to be nominated by the Deptt)	Member	O/o A.G. Punjab Sector 17, Chandigarh	0172-2703487
		Project Manager (Elec.) For electrical items only	Member	PGSC, KPT	01822-501963 01822-501966 (F)
		Engineer - in – Charge	Convener	PGSC, KPT	01822-501963 01822-501966 (F)
6)	DEPARTMENTAL PROMOTION COMMITTEE (DPC) (Constituted by Director General, PGSC vide Office Order No. 44 dated 08.07.2011)	Er. A.N. Chowdhry	Advisor,	PGSC, KPT	01822-501963 01822-501966 (F)
		Dr. R. Grover	Acting Director,	PGSC, KPT	01822-501963 01822-501966 (F)
		ADO	Admn. Officer,	PGSC, CHD	0172-5077072 0172-2612914 (F)
7)	COMMITTEE FOR REDRESSAL	Former Dr. Neelam Gulati, Director,	Chairperson	Punjab State Council for Science &	0172-2793600 M. 98883-72333

<p>OF COMPLAINTS OF VICTIMS OF SEXUAL HARASSMENT OF WORKING WOMAN OF PGSC</p> <p>(Constituted by Director General, PGSC vide Office Order No. 16 dated 17.06.2013)</p>	Punjab State Council for Science & Technology		Technology, Sector 26, Chandigarh	
	Mrs. Harvinder Kaur, (W/o Dr. Lakhbir Singh), Executive Member, PAHAL (NGO)	Member	31-32, New Vivekanand Park, Nandanpur Road, Maksudan, Jalandhar City	M.98556-14230
	Dr. Loveleen Brar, Senior Research Fellow, Pushpa Gujral Science City	Member	Forest Complex , 6 th Floor, Tower no. 5, 68 , Mohali.	M. 94640-52663
	Mr. Sheeraj Batish, Senior Manager and Chief Vigilance Officer	Member	Pushpa Gujral Science City, SCO 60-61, 3rd Floor, Sector 34-A, Chandigarh	M. 9988474433
	Mr. Ritesh Pathak, Scientist 'C'	Member	Pushpa Gujral Science City, Jalandhar- Kapurthala Road, Kapurthala.	M. 98720-11425
	Ms. Sangita Arya, Assistant Administrative Officer	Convener	Pushpa Gujral Science City, Kapurthala	M. 76961-34457

8.2 Composition Powers & functions:

Composition is described as above in table.

Constitution of Committee / Boards / Councils (Powers and Functions)

- Committee to process the tenders of major items for indoor / outdoor exhibits and make recommendations to the governing body. *(Constituted by the Governing Body in its 7th Meeting held on 11th November 2002.)*
- Committee to formulate the PGSC staff rules and the other working conditions of the staff for efficient functioning of the Science City. *(Constituted by the Governing Body in its 13th meeting held on 06-04-2005)*
- Committee to examine the issue regarding extension of time and other related issues of construction works, being done by m/s unitech limited. *(Constituted by the Governing Body in its 7th Meeting held on 11-11-2002)*
- Committee in respect of selection of advertising agency. *(Constituted by the Governing Body in its 10th Meeting held on 20th January, 2004)*
- Committee for approval of non schedule items. *(Constituted by the Governing Body in its 6th meeting held on 07-05-2002)*
- Departmental Promotion Committee (DPC). *(Constituted by Director General, PGSC vide Office Order No. 44 dated 08.07.2011)*
- Committee for redressal of complaints of victims of sexual harassment of working woman of PGSC. *(Constituted by Director General, PGSC vide Office Order No. 16 dated 17.06.2013)*

8.3 Whether their meetings are open to the public? NO

8.4 Whether the minutes of the meeting are open to the public: NO

8.5 Place where the minutes if: NO

8.6 Open to the public is available? NO

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

Name	Designation	Tel (Off.)	Mobile	Email
Dr. Manish Kumar, IFS	Director General	01822-501963/64/65	9781632224	dgsciencecity@gmail.com
Dr. Rajesh Grover	Director (Gr-II)	-Do-	9855571067	directorpgsc@gmail.com
Sh. Ritesh Pathak	Scientist-D	-Do -	9872011425	pathakritesh@yahoo.com
Dr. Munish Soin	Scientist-D	-Do -	8146580387	munishsoin2001@yahoo.com
Dr. Loveleen Brar	Scientist-C	-Do -	8146944629	loveleen_brar@ymail.com
Sh. Aman Sharma	Manager (F & A) cum Adm. Officer	-Do -	7009582220	mfa.sciencecity@gmail.com
Sh. Harsimran Kaur	Dy. Education Officer	-Do -	9814592927	harsimranarora9@gmail.com
Sh. Harminder Pal Singh	Manager Maintenance Services (Electrical)	-Do -	8146568350	harminderpal777@gmail.com
Ms. Sangita Arya	AAO	-Do -	9478285123	sangita.pgsc@gmail.com
Sh. Ravinder Sharma	DMFA	-Do -	9501021707	ravinder_radhika@yahoo.com
Sh. Murari Kumari	Dy. Visualisor	-Do -	9417472543	murari7477@gmail.com
Sh. Ashni Kumar	Dy. Mgr. (Mktg. & PR)	-Do -	9888056954	pgscashni@gmail.com
Ms. Sulekha	Principal Pvt. Secretary	-Do -	9781701522	sony71978@gmail.com
Sh. Mukesh Kumar	DAO (P)	-Do -	8289134115	mukesh_PGSC@yahoo.com

Sh. Atma Ram	Sr. Office Executive	-Do -	9780134662	arnautiyal78@yahoo.com
Sh. Himanshu Gandhi	Asst. Administrative Officer	-Do -	9988969554	himanshuluckyno11@gmail.com
Sh. Harinder Verma	Sr. Office Executive	-Do -	8968696786	harsh7862001@yahoo.co.in
Sh. Kamal Prakash	Sr. Office Executive	-Do -	9815973809	Kamalbadla69@gmail.com
Sh. Ashwani Kumar	STA	-Do -	9855990501	ashujyotipgsc@gmail.com
Sh. Harinder Singh Jeer	ASSISTANT ENGINEER (HVAC)	-Do -	9988761788	h_zeer@yahoo.co.in
Mohd. Majid Tyagi	STA (HVAC)	-Do -	9780602412	mm_tyagi@yahoo.co.in
Sh. Amit Saili	STA	-Do -	9417360961	amit.saili2011@gmail.com
Sh. Sushil Edgar	ATO	-Do -	9914832522	sushiledgar@rediffmail.com
Sh. Gulamdeen	STA	-Do -	9417595433	dingulam16@gmail.com
Sh. Sarbjit Singh	STA	-Do -	9877275842	sarbjitnar473@gmail.com
Sh. Gurmeet Singh	STA	-Do -	9463932321	gurmitsingh1321976@gmail.com
Sh. Manmeet Singh	Senior Network Administrator	-Do -	9915284835	manmeetpgsc@yahoo.co.in

Sh. Harinder Singh (EP)	STA	-Do -	9814101010	er_harinder@gmail.com
Ms. Tajinder Kaur	Network Administrator	-Do -	8566840614	tajindertimmi@gmail.com
Ms. Kanika Sharma	Asst. Manager (M & PR)	-Do -	8146559981	kanikasharmaPGSC@gmail.com
Ms. Manpreet Kaur	Asst. Administrative Officer	-Do -	7889291007	manpreetkaurpgsc@gmail.com
Ms. Kamaljit Kaur	DEO	-Do -	9780080049	kamal_pgsc@yahoo.in
Sh. Akashdeep Singh	DEO	-Do -	9855015591	akashds13@gmail.com
Sh. Sandeep Gautam	STA	-Do -	9464635625	sanju_pahari@rediffmail.com
Sh. Manpreet Singh	STA	-Do -	9814725204	manpreet.singh82@gmail.com
Sh. Ashish Dogra	TA	-Do -	9814612882	ashish_dogra2001@hotmail.com
Sh. Nitin Sharma	TA	-Do -	9463228215	Sharma_vatas@yahoo.co.in
Sh. Trilok Singh	Skilled Work Assistant (Gr. II)	-Do -	9592910682	tirloksingh2286@gmail.com
Sh. Bachitter Singh	TA	-Do -	9417089026	bachittersingh1122@gmail.com
Sh. Raj Kumar	JTA	-Do -	9357314395	RaJKumarjLd1971@gmail.com
Sh. Sohan Singh Saini	Dy. Engineer (Mech.)	-Do -	9855202101	sohansinghsaini@gmail.com
Sh. Balbir Singh	Junior Engineer (Hort.)	-Do -	9478583954	bsthakurp@rediffmail.com

Sh. Vishal Sharma	Senior Research Fellow	-Do -	8146561236	Er.vishalsharma11@yahoo.in
Sh. Harikesh Yadav	Driver-cum-Sr. Mechanic	-Do -	9779701724	-
Sh. Naresh Kumar	Skilled Work Assistant	-Do -	9876446819	nareshbharti2002@yahoo.co.in
Mr. Daljinder Dugg	Science Guide	-Do -	9888538413	duggdaljinder@gmail.com
Mr. Jaspal Singh	Technical Assistant	-Do-	9779228893	singhjaspalbeas@gmail.com
Mr. Rajat	Office Executive (Accounts)	-Do-	8837526314	rtrajattokas27@gmail.com
Mr. Raman Kumar	Jr. TA (Elect.)	-Do-	9501882690	ramankumar1.rk64@gmail.com
Mr. Sanjeev Kumar	Jr. TA (Mech.)	-Do-	7009069288	rajputgeet81@gmail.com
Ms. Jaswinder Kaur	Science Guide	-Do-	7009232249	
Mr. Gurjant Singh	Science Guide	-Do-	8360401165	
Mr. Kartikeshwar	Science Guide	-Do-	8556878438	
Mr. Mukesh Sharma	Science Guide	-Do-	8427022346	
Mr. Manoj	Science Guide	-Do-	8288020900	
Ms. Priya	Science Guide	-Do-	9463585001	
Mr. Abhijit Singh	Science Guide	-Do-	7009570846	
Mr. Kanwarpreet Singh	Science Guide	-Do-	7888941895	

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

10.1 Name and designation of the employee

10.2 Monthly remuneration

10.3 System of compensation as provided by in its regulations

Employee name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
DR. MANISH KUMAR , IFS	DIRECTOR GENERAL	-	Nil	Central Pay Scales & Staff Service Rules as approved by the Governing Body
DR. RAJESH GROVER	DEPUTY DIRECTOR/ SCIENTIST E	L-13 A	Nil	--do--
DR. MUNISH KUMAR	SCIENTIST D	L-12	Nil	--do--
SH. RITESH KR. PATHAK	SCIENTIST D	L-12	Nil	--do--
DR. LOVELEEN BRAR	SCIENTIST – C	L-11	Nil	--do--
SH AMAN SHARMA	MANAGER (F&A) CUM ADMN OFFICER	L-10	Nil	-do-
SH. HARMINDER PAL SINGH	MANAGER MAINTENANCE SERVICES (ELECTRICAL)	L-10	Nil	--do--
MRS.HARSIMRAN KAUR	EDUCATION OFFICER	L-10	Nil	--do--
SH. VISHAL SHARMA	SRF	Fixed Salary	Nil	--do--
SH. MURARI KUMAR	Dy. VISUALISOR	L-7	Nil	--do--
SH. SOHAN SINGH SAINI	DY. ENGG. (MECH.)	L-7	Nil	--do--
SH. ASHNI KUMAR	DY. MANAGER (MKT. & PR)	L-7	Nil	--do--

SH SUSHIL EDGAR	ASSISTANT TECHNICAL OFFICER	L-6	Nil	--do--
MRS SULEKHA	PRINCIPAL PRIVATE SECRETARY	L-7	Nil	--do--
SH. MUKESH KUMAR	DY. ADMINISTRATIVE OFFICER	L-7	Nil	--do--
SH.RAVINDER KUMAR SHARMA	Dy. MANAGER (F & A)	L-7	Nil	--do--
MS.KAMALJIT KAUR	Dy. EDUCATION ASSISTANT	L-7	Nil	--do--
SH. AKASHDEEP SINGH	Dy. EDUCATION ASSISTANT	L-7	Nil	--do--
MS SANGITA ARYA	AAO	L-6	Nil	--do--
SH. HARINDER SINGH	Asst. Technical Officer	L-6	Nil	--do--
SH. HARINDER SINGH (HVAC)	ASSISTANT ENGINEER	L-6	Nil	--do--
SH. SARABJIT SINGH	SENIOR TECH. ASSTT.	L-5	Nil	--do--
SH.GULAM DEEN	SENIOR TECH. ASSTT.	L-5	Nil	--do--
SH. HIMANSHU GANDHI	ASST. ADMINISTRATIVE OFFICER	L-6	Nil	--do--
SH. ASHWANI KUMAR	SENIOR TECHNICAL ASSTT.	L-5	Nil	--do--
SH. MOHD. MAJID TYAGI	SENIOR TECHNICAL ASSTT.	L-5	Nil	--do--
SH. GURMEET SINGH	SENIOR TECHNICAL ASSTT	L-5	Nil	--do--

SH. MANMEET SINGH	SENIOR NETWORK ADMINISTRATOR	L-5	Nil	--do--
MRS. KANIKA SHARMA	ASSISTANT MANAGER (MKTG. & PR)	L-6	Nil	--do--
MRS.MANPREET KAUR	AAO	L-6	Nil	--do--
MRS. TAJINDER KAUR	NETWORK ADMINISTRATOR	L-4	Nil	--do--
SH. AMIT SAILI	SR. TECHNICAL ASSTT.	L-5	Nil	--do--
SH. HARINDER VERMA	SR. OFFICE EXECUTIVE	L-4	Nil	--do--
SH. ATMA RAM	SR. OFFICE EXECUTIVE	L-4	Nil	--do--
SH. BACHITTER SINGH	TECHNICAL ASSTT.	L-4	Nil	--do--
SH. KAMAL PARKASH	SR. OFFICE EXECUTIVE	L-4	Nil	--do--
SH. MANPREET SINGH	SR. TECHNICAL ASSTT.	L-5	Nil	--do--
SH. SANDEEP KR. GAUTTAM	SR. TECHNICAL ASSTT.	L-5	Nil	--do--
SH. NITIN SHARMA	TECHNICAL ASSTT.	L-4	Nil	--do--
SH. HARIKESH YADAV	DRIVER CUM MECHANIC	L-5	Nil	--do--
SH. ASHISH DOGRA	TECHNICAL ASSTT.	L-4	Nil	--do--
SH. NARESH KUMAR	SKILLED WORK ASSISTANT	L-2	Nil	--do--
SH. RAJ KUMAR	JTA	L-2	Nil	--do--
SH. TIRLOK SINGH	SWA (Gr. II)	L-3	Nil	--do--

SH. VISHAL SHARMA	SRF	35000 + HRA	Nil	-do-
SH. BALBIR SINGH	J.E. (HORTI.)	31500	Nil	--do--
Mr. Daljinder Dugg	SCIENCE GUIDE	Fixed Salary	Nil	--do--
Mr. Jaspal Singh	TA (Electrical)	Fixed Salary	Nil	--do--
Mr. Rajat	OE (Accounts)	Fixed Salary	Nil	--do--
Mr. Raman Kumar	Jr. TA (Electrical)	Fixed Salary	Nil	--do--
Mr. Sanjeev Kumar	Jr. TA (Mechanical)	Fixed Salary	Nil	--do--
Mr. Gurjant Singh	Science Guide	Fixed Salary	Nil	--do--
Mr. Kartikeshwar	Science Guide	Fixed Salary	Nil	--do--
Ms. Jawinder Kaur	Science Guide	Fixed Salary	Nil	--do--
Mr. Mukesh Sharma	Science Guide	Fixed Salary	Nil	--do--
Mr. Manoj	Science Guide	Fixed Salary	Nil	--do--
Ms. Priya	Science Guide	Fixed Salary	Nil	--do--
Mr. Abhijit Singh	Science Guide	Fixed Salary	Nil	--do--
Mr. Kanwarpreet Singh	Science Guide	Fixed Salary	Nil	--do--

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

11.1 Total Budget for the Public Authority:

11.2 Budget for each agency and plan & programmes:

The Budget for the year 2022-23 has been prepared as follows:

Receipt / Income

(Rs. in Lakh)

Sr. No.	Items	Budget for the F.Y. 2021-22	Income for the year 2021-22 (Provisional)	Estimates for 2022-23
1	Sale of Tickets	735.00	241.86	460.00
	Punjab Govt. Grant to meet the budget shortfall	0.00	500.00	400.00
2	Sale of Parking Tickets	11.00	4.64	9.00
3	Lease Rent/Space Selling /Sponsorships	50.00	14.92	30.00
4	PGSC Share (Souvenir Shop)	1.50	0.00	0.50
5	PGSC Share (Boating Sale)	2.50	0.90	1.50
6	PGSC Share (Trackless Train)	1.00	0.46	1.00
7	PGSC Share (Photography)	0.50	0.00	0.00

8	PGSC Share (Robotic Dinosaurs)	30.00	6.27	13.00
9	Annual Ticket / Membership Fee	5.00	2.39	4.50
10	Receipt from Guest House	6.00	4.82	6.00
11	Night Sky Watching	1.00	0.52	1.00
12	Interest Income	80.00	76.95	75.00
13	Miscellaneous	15.00	4.46	8.00
Total Income		938.50	858.19	1009.50

Expenditure (Rs. in Lakh)

Sr. No.	Items	Budget for the F.Y. 2021-22	Expenses for the Year 2021-22 (Provisional)	Estimates for 2022-23
1	Capital Expenditure Annexure-V	21.80	2.20	24.90
2	Salary and Allowances Annexure-VI	560.50	504.58	595.42
3	Administrative Expenditure Annexure-VI	28.93	12.89	24.18
4	Operations and Maintenance Expenditure Annexure-VII	324.63	219.62	363.20
Total Expenditure		935.86	739.29	1007.70

Development Budget 2022-23 (Capital Expenditure)

(Rs. in Lakh)

Sr. No.	Particulars	Estimates for the F.Y. 2021-22	Expenses for the F.Y. 2021-22 (Provisional)	Estimates for the F.Y. 2022-23
A.	Civil Works			
1	Earthing Pits	1.00	0.00	0.00
2	Misc. Works	1.00	0.00	1.00
	Total	2.00	0.00	1.00
B.	Electrical Works			
1	200 WATT Led FLOOD Fitting High Mast Light	4.50	1.35	0.00
2	Purchase of Water Cooler & Water Purifier	0.00	0.00	1.80
3	Misc. 20,11,80,60 watt, LED Lights	4.90	0.00	2.00
4	Soldering Station, Tower Aluminium Ladder, Hydraulic Crimping Tool	0.35	0.00	1.30
5	STP - Blower/Motors/Pumps etc	0.00	0.00	2.00
6	HT Cable	0.30	0.00	0.00
7	Misc. Electrical Works/Equipments	0.65	0.16	1.00
	Total	10.70	1.51	8.10
C.	Landscaping and Horticulture Works			
1	Ornamental Plants & Pots	0.20	0.00	0.20
2	New Grass Cutting & Bush cutting Machine	0.90	0.00	0.90
3	Miscellaneous	0.50	0.00	0.50
	Total	1.60	0.00	1.60
D.	Exhibits /Galleries and R & D			
1	Development of Gravity room	3.00	0.00	3.00

2	3D & Climate Change etc. New High Resolution Projectors	2.00	0.00	3.00
3	Miscellaneous	1.00	0.27	0.50
	Total	6.00	0.27	6.50
E.	WORKSHOP/LABS/MISCELLANEOUS			
1	Computers/Monitors/UPS/Laptop/Tabs/Printer/Projectors	0.50	0.42	4.25
2	Purchase of Two ways Mic. System (2 Nos.)	0.00	0.00	0.20
3	Ticketing Software (Balance Payment)	0.00	0.00	0.75
4	Miscellaneous	0.00	0.00	0.50
	Total	0.50	0.42	5.70
F.	Furniture & Fixtures			
1	Office Furniture & Fixtures etc.	0.00	0.00	1.00
2	Miscellaneous	0.50	0.00	0.50
	Total	0.50	0.00	1.50
G.	Media Centre Mohali			
1	Furniture & Fixtures, office equipments etc.	0.50	0.00	0.50
	Total	0.50	0.00	0.50
	TOTAL (A+B+C+D+E+F+G)	21.80	2.20	24.90

ANNEXURE-VI**Salary and Allowances****(Rs. in Lakh)**

Particulars	Budget for the F.Y. 2021-2022	Expenses for the Year 2021-2022 (Provisional)	Estimates for the F.Y. 2022-2023
Salary & Allowances	560.00	503.50	594.13
Recruitment/Honorarium Expenses	0.50	1.08	1.29
Total	560.50	504.58	595.42

Administrative Expenses**(Rs. in Lakh)**

Particulars	Budget for the F.Y. 2021-2022	Expenses for the Year 2021-2022 (Provisional)	Estimates for the F.Y. 2022-2023
Statutory Audit Fee	0.25	0.10	0.10
AG and Tax Audit Charges	0.75	0.75	0.75
GST Audit Charges	0.25	0.00	0.25
Internal Audit Charges	0.25	0.00	0.75
Bank & Allied Charges	0.20	0.05	0.10
Computer Stationery & Maintenance	2.00	0.43	1.00
Media Interaction Centre (Operational Exp)	1.20	0.46	1.20
Insurance	2.50	2.09	2.25
Meeting Expenses	1.00	0.20	1.00

Membership Fee/Subscription charges	0.20	0.00	0.20
Newspaper & Periodicals	0.08	0.01	0.08
Office Maintenance Expenses	0.60	0.05	1.00
Postage Expenses	0.15	0.06	0.10
Printing & Stationery	1.40	1.01	0.75
Rate Fee & Taxes	2.00	0.21	1.00
Staff Welfare	0.50	0.50	0.75
House Keeping Material	1.00	0.30	1.00
Repair & Maintenance (General)	4.00	1.18	2.00
Professional Charges	1.80	1.10	2.00
Telephone & Internet Expenses	0.80	0.54	0.90
Travelling Exp.	3.50	1.00	2.00
Vehicle Running & Maintenance	3.50	2.54	4.00
Misc. Expenses	1.00	0.31	1.00
Total	28.93	12.89	24.18

ANNEXURE-VII**Operations and Maintenance Expenditure****(Rs. in Lakh)**

Particulars	Budget for the F.Y. 2021-2022	Expenses for the Year 2021-2022 (Provisional)	Estimates for the F.Y. 2022-2023
Lease Rent/Cost of LPPFS Film/3D Movie	5.00	0.00	42.00
Operation & Maintenance LPPFS/digital Planetarium /Lamps/Spares/Flight Simulator	15.00	20.95	22.00
Operation & Maintenance Ride /Earthquake & Vortex/Climate Change/SBE Gallery	3.00	0.66	2.50
Operation & Maintenance 3D Cinema/LASER	2.00	0.04	1.50
Operation & Maintenance HVAC/Fire/Electrical/PA/SITC	9.00	3.80	7.00
Repair & Maintenance (Civil)	2.50	1.58	3.00
Marketing, Advertisement & Publicity/Digital Marketing	4.00	0.94	2.50
Day Celebrations	2.50	2.00	2.00
Commission to Tour Operators	1.50	0.70	1.00
Repair & Maintenance Exhibits	3.00	0.26	3.00
Medical Expenses (SVB) for Visitors	0.03	0.03	0.10
Landscaping Expenses	1.00	0.60	1.00

Electricity Expenses/Energy Audit Exp	120.00	77.65	118.00
DG Set Running Expenses	1.50	2.79	3.00
Computer interactive Centre Expenses- Internet Charges	0.90	0.82	0.90
AMC for Water purifier & Cleaning Machine /Lift/Photocopier	2.60	2.26	2.60
Annual server Hosting charges	2.10	0.62	2.10
Misc. Expenses	5.00	0.10	5.00
Operation And Maintenance of Innovation Hub	0.00	0.00	2.00
Housekeeping Manpower Expenses	42.00	26.30	42.00
Landscaping & Horticulture Manpower Expenses	42.00	29.78	42.00
Security & Misc. Manpower Exp	60.00	47.73	52.00
Misc Manpower Hiring Charges	0.00	0.00	6.00
Total	324.63	219.61	363.20

11.3 Proposed expenditures: Rs. 1007.70 Lakh

11.4 Revised budget for each agency, if any: NIL

11.5 Report on disbursements made and place where the related reports are available :

Disbursements are available in Audited Balance Sheets which are available with Manager (F&C), PGSC, Kapurthala.

12th Manual: Manner of execution of subsidy programmes

- 12.1 Name of the programme or activity
- 12.2 Objective of the program
- 12.3 Procedure to avail benefits
- 12.4 Duration of the programme/scheme
- 12.5 Physical and financial targets of the program
- 12.6 Nature/scale of subsidy/amount allotted
- 12.7 Eligibility criteria for grant of subsidy

S. no	Name of the programme or activity	Objective of the program	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
1)	Project Scheme: 3425 other Scientific Research Sr-16 -44 Subsidy to Government School students visiting Science City	To supplement formal education. It is observed that majority of the students studying in the government schools belong to low income group families hence cannot afford visit to Science City. This grant bears their transportation cost, ticket charges	The Department of Education is informed about the grant and requested to send the certain number of students from each district so that whole of the state is covered. The forms and procedure for school is attached at Annexure: A	Within a year from date of release of grant	Students of Government schools of Punjab	(2018-19) NIL	Students of Government Schools of Punjab The selection of students / schools is done by the Department of Education, Punjab

		and refreshment expense					
2)	Project Scheme: 3425 other Scientific Research Sr-16 -789 Special Component Subsidy to Govt. School students visiting Science City	To supplement formal education. It is observed that majority of the students studying in the government schools belonging to Schedule Caste and low income group families hence cannot afford visit to Science City. This grant bears their transportation cost, ticket charges and refreshment expense	The Department of Education is informed about the grant and requested to send the certain number of students from each district so that whole of the state is covered. The forms and procedure for school is attached at Annexure: B	Within a year from date of release of grant	Students belonging to Schedule Caste of Government schools of Punjab	(2018-19) NIL	Students belonging to Schedule Caste of Government Schools of Punjab The selection of students / schools is done by the Department of Education, Punjab

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.):

Annexure: A

Grant for Sponsorship of Students of Government Schools, Punjab to Visit Science City, Kapurthala

A. The Scheme

PGSC requests the various schools to send students to Science City under grant from Punjab Government. The following components will be sponsored out of the grant:

1. **Entry Ticket to Science City**

PGSC will provide free *entry ticket* to the Science City.

2. **Lunch / Refreshment**

Free lunch will be provided to the students and teachers* accompanying the students.

3. **Transportation Charges**

The transportation charges will be reimbursed as follows:

Number of Students /Teachers visiting the Science City x Up and Down Distance between School and Science City in KMs. As per the latest notification given by Transport Department, Govt. of Punjab.* In addition, Toll Charges will be reimbursed on production / verification of original Toll Receipt.

**Teacher in the ratio of 1:25 students will be complimentary and considered for reimbursement purpose. If number of students is less than 25 only one teacher will be complimentary and considered for reimbursement purpose.*

No other expenses will be borne or reimbursed by Science City.

B. Documents Required

The following documents are required to be submitted by each school on the day of their visit at the Information Booth, Science City, Kapurthala:

1. Certificate from the School Principal / Head Master / Head Mistress stating the number of Students visiting Science City. Performa enclosed at Annexure: I
2. Certificate regarding the distance between the school and Science City. Performa enclosed at Annexure: II
3. Receipt for reimbursement against the Transportation bill. Performa enclosed at Annexure: II

C. Contact Us

- Mr. Ashni Kumar, Dy. Manager (Marketing) 9888056954, PGSC Chandigarh
- Ms. Harsimran Kaur, Asstt. Estate Officer , 9814592927 PGSC Kapurthala
- Dr. Munish Soin, Manager (Estate) 8146580387, PGSC Kapurthala

Annexure: I**Certificate**

1. It is certified that _____ number of students are visiting the Science City, Kapurthala on _(date)_ from _(name of school)_, Village / Town _____, Tehsil _____, District _____.
2. They are accompanied with _____ number of teachers.
3. Name of the Teacher In-charge: _____ who is authorized to sign on the behalf of School.
4. The distance between the school and Science City, Kapurthala is _____ Kms.
5. Bank Details:
Bank Name:
Bank Account No.:
RTGS Code:

Signature

Principal / Headmaster

(Stamp / Seal)

Note: Teacher in the ratio of 1:25 students will be complimentary and considered for reimbursement purpose. If number of students is less than 25 only one teacher will be complimentary and considered for reimbursement purpose.

Annexure: II**Expenses against the Transportation Charges**

Date of Visit to Science City: _____

Number of Students visiting the Science City: _____

Number of Teachers accompanying the Students: _____

Up and Down Distance between the School and Science City, Kapurthala: _____ KM

a. Transportation Charges: Rs. _____/-
 (No. of Students + Teachers* x Up & Down Distance X Rs. 0.83)

b. Toll Expenses:

Toll Receipt No:	Amount in Rs
------------------	--------------

Total Toll Expenses:	Rs. _____/-
----------------------	-------------

c. Parking Fee at Science City, Kapurthala:	Rs. _____/-
---	-------------

TOTAL TRANSPORTATION EXPENSES (a+b+c):	Rs. _____/-
--	-------------

ACTUAL PAID TRANSPORTATION CHARGES:	Rs. _____/-
-------------------------------------	-------------

Signature

Note: *Teacher in the ratio of 1:25 students will be considered for reimbursement purpose. If number of students is less than 25 only one teacher will be considered for reimbursement purpose.

Receipt No.:**Date:****Receipt for reimbursement of expenses against the Transportation Charges**Received from **Pushpa Gujral Science City, Kapurthala** a sum of Rupees (in words)

_____ and

(in figure) _____/- by cheque No.: _____ dated _____ on

account of reimbursement against **Transportation Charges**.

Signature

Name of School: _____

Village / Town: _____

Tehsil: _____

District: _____

Annexure: B**Grant for Sponsorship of SC Students of Government Schools, Punjab to Visit Science City, Kapurthala****D. The Scheme**

PGSC requests the various schools to send students to Science City under grant from Punjab Government. The following components will be sponsored out of the grant:

4. Entry Ticket to Science City

PGSC will provide free *entry ticket* to the Science City.

5. Lunch / Refreshment

Free lunch will be provided to the students and teachers* accompanying the students.

6. Transportation Charges

The transportation charges will be reimbursed as follows:

Number of Students /Teachers visiting the Science City x Up and Down Distance between School and Science City in KMs. As per the latest notification given by Transport Department, Govt. of Punjab.*

In addition, Toll Charges will be reimbursed on production / verification of original Toll Receipt.

**Teacher in the ratio of 1:25 students will be complimentary and considered for reimbursement purpose. If number of students is less than 25 only one teacher will be complimentary and considered for reimbursement purpose.*

No other expenses will be borne or reimbursed by Science City.

E. Documents Required

The following documents are required to be submitted by each school on the day of their visit at the Information Booth, Science City, Kapurthala:

4. Certificate from the School Principal / Head Master / Head Mistress stating the number of SC Students visiting Science City. Performa enclosed at Annexure: III
5. Certificate regarding the distance between the school and Science City. Performa enclosed at Annexure: IV
6. Receipt for reimbursement against the Transportation bill. Performa enclosed at Annexure: IV

F. Contact Us

- Mr. Ashni Kumar, Dy. Manager (Marketing) 9888056954, PGSC Chandigarh
- Ms. Harsimran Kaur, Asstt. Estate Officer, 9814592927 PGSC Kapurthala
- Dr. Munish Soin, Manager (Estate) 8146580387, PGSC Kapurthala

Annexure: III**Certificate**

1. It is certified that _____ number of Schedule caste students are visiting the Science City, Kapurthala on *_(date)_*_____ from *_(name of school)_*_____, Village / Town_____, Tehsil_____, District_____.
2. They are accompanied with_____ number of teachers.
3. Name of the Teacher In-charge:_____ who is authorized to sign on the behalf of School.
4. The distance between the school and Science City, Kapurthala is _____ Kms.
5. Bank Details:
 - a. Bank Name:
 - b. Bank Account No.:
 - c. RTGS Code:

Signature

Principal / Headmaster

(Stamp / Seal)

Note: Teacher in the ratio of 1:25 students will be complimentary and considered for reimbursement purpose. If number of students is less than 25 only one teacher will be complimentary and considered for reimbursement purpose.

Annexure: IV**Expenses against the Transportation Charges**

Date of Visit to Science City: _____

Number of SC Students visiting the Science City: _____

Number of Teachers accompanying the Students: _____

Up and Down Distance between the School and Science City, Kapurthala: _____ KM

d. Transportation Charges: Rs. _____/-

(No. of Students + Teachers* x Up & Down Distance X Rs. 0.83)

e. Toll Expenses:

Toll Receipt No:

Amount in Rs

Total Toll Expenses:

Rs. _____/-

f. Parking Fee at Science City, Kapurthala:

Rs. _____/-

TOTAL TRANSPORTATION EXPENSES (a+b+C):

Rs. _____/-

ACTUAL PAID TRANSPORTATION CHARGES:

Rs. _____/-

Signature

Note: *Teacher in the ratio of 1:25 students will be considered for reimbursement purpose. If number of students is less than 25 only one teacher will be considered for reimbursement purpose.

Receipt No.:**Date:****Receipt for reimbursement of expenses against the Transportation Charges**Received from **Pushpa Gujral Science City, Kapurthala** a sum of Rupees (in words)_____ and
(in figure) _____ /- by cheque No.: _____ dated _____ onaccount of reimbursement against **Transportation Charges**.

Signature

Name of School: _____

Village / Town: _____

Tehsil: _____

District: _____

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

- 13.1 Concessions, permits or authorizations granted by Public Authority
 13.2 For each concession, permit or authorization granted
 13.3 Eligibility criteria
 13.4 Procedure for getting the concession/grant and/or permits or authorizations
 13.5 Name and address of the recipients given concessions/ permits or authorizations
 13.6 Date of award of concessions/ permits or authorizations

S. no	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorizations	For each concession, permit or authorization granted
1)	Concessions to Students / Teachers	Students or Teacher	Proof: Identity Card / letter from School / Institution	NA	NA	Concession: Concessional Tickets as per packages.
2)	Concession to Teachers accompanying student group	With a group of at least of 25 students	Proof: Identity Card / letter from School / Institution	NA	NA	Concession: Complimentary Ticket
3)	Concession to Senior Citizens	Above 60 years of Age	Proof: Any document issued by Government Agency	NA	NA	Concession: 50%
4)	Concession to Children less than 3 years old	Eligibility: Below 3 years	NI004C	NA	NA	Concession: 100%
5)	Concession to Handicap persons / Orphans	Handicap / Orphan	Proof: Any document issued by Government Agency	NA	NA	Concession: 50% concession
6)	Concession to persons belonging to War Widow families	Persons belonging to Below Poverty Line	Proof: Any document issued by Government Agency such	NA	NA	Concession: 50% concession

			as Yellow Card			
7)	Concession to persons belonging to War Widow families	Eligibility: persons belonging to War Widow families	Proof: Any document issued by Government Agency	NA	NA	Concession: 50% concession
8)	Permit to Accredited Journalists	Eligibility: Accredited Journalist	Proof: Identity Card	NA	NA	Concession: Complimentary Entry
<p>Permit to Science City Members</p> <p>One can become Science City Member by paying membership fee one time then he / she can visit Science City number of times during the validity period of membership which is one year from the date of issue of membership</p>						

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form:

Tender Documents, RTI Proactive Disclosures, Concession Granted by Public Authority and Registration of Tour Operators are available at www.pgsciencecity.org.

14.2 Name/title of the document/record/other information:

- a) Tender Documents
- b) RTI Proactive Disclosures
- c) Concession Granted by Public Authority.
- d) Registration of Tour Operators

14.3 Location where available: www.pgsciencecity.org

15th Manual: Particulars of facilities available to citizens for obtaining information**15.1 Name & location of the facility:****Pushpa Gujral Science City, Kapurthala**

Location: Administrative Block,
Science City,
Jalandhar – Kapurthala Road
Kapurthala

15.2 Details of information made available:

The sets of RTI manuals are available at libraries both at Science City, Kapurthala.

15.3 Working hours of the facility:**Pushpa Gujral Science City, Kapurthala**

Working Hours: 9:30 AM to 5:00 PM on any Working Day (Monday to Saturday) excluding Holidays

15.4 Contact Person & contact details (phone, fax, email):**Pushpa Gujral Science City, Kapurthala**

Contact person: Public Information Authority (Officiating Director, PGSC)

16th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official.

S. no	Name	Designation	Address	Tel (Off.)	Mob.	Email
Assistant Public Information Officer (APIO)						
1)	Sh. Aman Sharma	MFA cum Admin Officer	Science City, Kapurthala	01822-501963	7009582220	mfa.sciencecity@gmail.com
Public Information Officer (PIO)						
2)	Dr. Rajesh Grover	Director	Science City, Kapurthala	01822-5019630	98555-71067	directorpgsc@gmail.com
Appellate Authority (1st AA)						
3)	Dr. Manish Kumar, IFS	Director General	Science City, Kapurthala	01822-501963	9781632224	dgsciencecity@gmail.com

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority:

Science City offers an institution of international standards to inculcate scientific temper among the masses through world class exhibits and shows. Hence, forming informed and knowledgeable society. Science City to provide young people with opportunity to explore informal ways of supplementing education. Science City to generate & nurture creativity in young minds and a place for demonstration of various technologies and their applications. A place having something for everyone regardless of literacy level, age, sex and colour.

17.2 Grievance redressal mechanisms:

Any grievance related to Pushpa Gujral Science City is handled by Administration department of PGSC.

Contact: Administrative Officer
Pushpa Gujral Science City,
Jalandhar-Kapurthala Road,
Kapurthala
Telephone: 91-1822-501963-64-65 Fax: 91-1822-501966
E-mail: sciencecity@hotmail.com

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2018	6	6	NIL
2019	6	6	NIL
2020	5	5	NIL

17.4 List of completed schemes / projects / programmes:

Setting-up of Pushpa Gujral Science City, Kapurthala. Science City has been completed in all respects as per the Project Approval Document given by Government of India.

17.5 List of schemes/projects/programmes underway

Request has been made to Government of India for the upgradation of PGSC Phase-II.

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

S.	Project	Details of Project	Name of	Amount of Contract	Completion
----	---------	--------------------	---------	--------------------	------------

No	/Scheme/Programmes Name		Contractor		of Contract/Duration
1.	Food Catering Services at Science City, Kapurthala	To provide Food Catering Services at PGSC	M/s G.S. Food Junction	Rs. 27,12,000 (Yearly Rent)	Lease Period Three Years (from 01/04/2019 to 31/03/2022)
2.	Robotic Dinosaurs Park at Science City, Kapurthala	To set up the Robotic Dinosaur Models on PPP Mode	M/s Innovatiview	Contractor will provide 22% revenue share to PGSC on the total realized amount against additional ticket of Rs. 35/-	Five Years Contract Period (from 01/11/2018 to 31/10/2023)
3.	Manpower for Security and other Miscellaneous Services.	03 Supervisors, 28 Security Guards (including lady security guards), 01 JTA, 01 Science Guide (Nursing), 02 Drivers, 01 Cleaner & 02 Peon/Attendants	Suraksha Guards & Essential Services	Service Charges i.e. 10%	01/04/2020 to 31/03/2021.
4.	Manpower for Hort. and Landscaping Services on outsource basis.	Horticulture Staff 25 Malis 01 Supervisor	M/s Gurpreet Singh Govt. Contractor	Service Charges i.e. 8%	14.10.2020 to 13.10.2021
5.	Manpower for Housekeeping Services on outsource basis	Housekeeping Staff 19 Safai Sewak 01 Supervisor	M/s Pawan Bajaj Contractor	Service Charges i.e. 8%	14.10.2020 to 13.10.2021

17.7 Any other Information:**17.7.1 Staff Service Rules Of Pushpa Gujral Science City****STAFF SERVICE RULES OF PUSHPA GUJRAL SCIENCE CITY****Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions.**

Chapter – I	General Conditions
Chapter – II	Pay & Allowances and other facilities
Chapter – III	Service Conditions
Chapter – IV	Recruitment Rules
Chapter – V	T.A. Rules
Chapter – VI	Leave Rules
Chapter – VII	Terminal Benefits
Chapter – VIII	Model Cadre Structure
Chapter – IX	Norm for Filling up Various Posts
Annexure – I	Posts sanctioned in Punjab Pay scales and converted into Central Pay Scales.
Chapter – X	Promotion Policy for staff of PGSC
Annexure – II	Specimen of appointment letter in the pay scale
Annexure – III	Specimen of appointment letter on Fixed remuneration.

PUSHPA GUJRAL SCIENCE CITY

STAFF SERVICE RULES

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1. Preamble
2. Organization
3. Short Title
4. Definition
5. Residuary Conditions of Service
6. Power to Relax
7. Interpretation
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29	Mode of Recruitment
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34	Joining Time on first Appointment
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	Date of Enforcement
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	(i) Casual Leave
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	(vii) Leave Encashment
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	(ix) ex-India leave (without pay)

CHAPTER – VII TERMINAL BENEFITS

- 44. Provident Fund Rules
- 45. Gratuity Scheme
- 46. Bonus
- 47. Productivity Linked Incentives / Honorarium
- 48. Right to Information Act

CHAPTER – VIII MODEL CADRE STRUCTURE**CHAPTER – IX NORM FOR FILLING UP VARIOUS POSTS**

- Annexure – I** Posts sanctioned in Punjab Pay scales and converted into Central Pay Scales

CHAPTER – X PROMOTION POLICY FOR STAFF OF PGSC

- Preamble
- Promotion Policy for Scientific & Technical Group ‘A’ Officers
- Promotion Policy for Scientific & Technical Staff (Below Group ‘A’)
- Promotion Policy for Educational Staff
- Promotion Policy of Marketing & Public Relation Staff
- Promotion Policy of Administrative Staff (Non S&T)
- Promotion Policy of Engineering Staff

- Annexure – II** Specimen of appointment letter in the pay scale

- Annexure – III** Specimen of appointment letter on Fixed remuneration

**PUSHPA GUJRAL SCIENCE CITY
KAPURTHALA**

STAFF SERVICE RULES

**Approved by the
Governing Body in
Its 19th Meeting
held on 12.06.2007**

PREAMBLE

The Governing Body of PGSC in its 13th Meeting held on 06.04.2005 under the Chairmanship of Chief Secretary, Punjab approved the constitution of the following high level Committee to formulate the PGSC Staff Service Rules and other working conditions of the staff for smooth functioning of the Science City:

- Dr. Anuj Sinha, Advisor, Deptt. of Science & Technology (Chairman)
- Representative of funding agency (Ministry of Culture, Govt. of India)
- Representative from Punjab Government (Personnel Department)
(Sh. Dharmender Pal, Joint Secretary, Personnel Deptt.)
- Representative from Punjab State Council for Science & Technology
(Dr. S.S. Marwaha, Director)
- Sh. R.K. Nangia, Executive Director (Finance)
Punjab Information & Communication Technology Corporation Ltd.
- Sh. A.K. Kakaria, Senior Admn.-cum-Financial Controller,
CDAC, (Centre for Development of Advanced Computing), Mohali
- Representative from Accountant General, Punjab
(Sh. G.S. Pathania, Senior Audit Officer)
- Sh. T.S. Giani, Administrative Officer, PGSC
(Convener)

After detailed deliberations in a number of meetings, the Committee has approved the PGSC Staff Service Rules, which are placed hereinafter.

Sd/-

(Dr. Anuj Sinha)

CHAPTER – I

GENERAL CONDITIONS

1. ORGANISATION:

In order to inculcate scientific temper amongst students and general public, Pushpa Gujral Science City (PGSC) has been set up on 72 acres of land on Jalandhar-Kapurthala road, Punjab. The People of this land are hard working, enthusiastic, vigorous, dynamic, zealous, adventurous and inquisitive. The establishment of Science City is expected to enhance the growth potential and spur the entrepreneurial spirit in the people of the region. The project primarily aims at popularizing science through “edutainment” i.e. education through entertainment. The biggest project of its kind in the Country, it is intended to fire the imagination and creativity, foster the spirit of inquiry and exploration especially in the young minds.

Pushpa Gujral Science City offers a blend of education, curiosity and fun to ensure longer and repeated visits. The project cultivates an interest in science through open-ended exploration away from text books and black boards, with a scientific approach to problem solving. The project have something for everyone, regardless of age, education, profession or social strata and is intended to make science accessible to people who are not part of the formal education.

This project was initiated with the laying down of the foundation stone of PGSC by Sh. I.K. Gujral, former Prime Minister of India, on October 17, 1997. The PGSC Society was registered on November 11, 1998. First phase of Science City has been inaugurated on 19th March 2005 by H.E. Gen. R.F. Rodrigues, Governor of Punjab and opened to public w.e.f. 20th March 2005.

The total cost of the Science City Project is Rs. 100 crores. It is a joint project of the Government of India and Government of Punjab. Government of India will contribute Rs. 70 crore for capital expenses (Buildings and Exhibits), whereas Punjab Government will provide Rs. 30 crores in terms of land and other infrastructural facilities.

The main **Aims and the Objectives** of the PGSC Society are

-
- (i) To study and exhibit the interaction of science, technology, energy and environment with human life through personal experience-based presentation.
 - (ii) To design and develop exhibits, demonstration equipment and educational technology on frontier areas of science and technology.
 - (iii) To undertake and encourage research and training for (a) ecologically sustainable development ; (b) conservation, evaluation and utilisation of the nation's biological wealth: (c) development and harnessing alternate sources of energy; and (d) technology development, information dissemination and science communication.
 - (iv) To render assistance to universities, technical institutions, museums, schools and colleges or other bodies in planning and developing science exhibitions and also in training of personnel.
 - (v) To provide support to state Governments, public bodies and institutions, and/ or to undertake responsibility for planning and development of Science Cities in India and/ or to undertake the responsibility of running and maintenance of such facilities and activities.
 - (vi) To establish and award research fellowships, prizes, traineeships and financing of specific research in relevant fields and to publish scientific papers, books and journals devoted to the activities of Science City.
 - (vii) To collect and disseminate information in regard to science, technology, energy and environment through both print media and electronic media.
 - (viii) To enter into agreements with foreign scientific agencies and science and technology museums/ centres and like institutions in specialised areas pertaining to the activities of Pushpa Gujral Science City for exchange of professionals study tours, training, conducting joint projects, providing technical assistance in the establishment of science cities and like institutions and for other matters consistent with the aims and objectives of the Society.
 - (ix) For the purpose of the Society to draw and accept, make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
 - (x) To invest the funds of or money received by or entrusted in the Society in such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investment.
 - (xi) To borrow money from Central or State Governments, banks or other financial institutions for the purpose of the Society.

-
- (xii) To accept grants, donations, sponsorships or any other kind of financial supports or aids from the Central Government, State Governments, public bodies, corporations, companies or persons for the purposes of the Society and to impose entrance fees, service charges and other compensations for different exhibits and services provided by the Pushpa Gujral Science City.
 - (xiii) To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Society and to construct or alter any building which may be necessary for the Society.
 - (xiv) To sell, lease, exchange, gift mortgage, license or otherwise transfer all or any portion of the movable or immovable properties of the Society.
 - (xv) To employ and pay the necessary staff for the purpose of the Society and maintain Provident Fund, Gratuity and superannuation schemes etc as per provision of the Rules and Regulations applicable to this Society for the benefit of such staff, to engage contractual or daily wage labour, trainees and volunteers and to pay suitable remuneration, stipend, pocket allowances etc.
 - (xvi) To do all other such things as the Society or the Governing Body may consider necessary, incidental or conducive to the attainment of the above objectives.

2. SHORT TITLE:

These rules may be called “**PGSC Staff Service Rules, 2007**”.

3. DEFINITION:

In these rules, unless there is anything repugnant to the subject or context, this should include the meaning of the terminology/authority as follows appearing in these rules.

- a) “PGSC” means the “Pushpa Gujral Science City, Kapurthala”.
- b) “President” means Minister Incharge of Science & Technology, Punjab/ President, PGSC Society.
- c) “Society” means “ the Pushpa Gujral Science City Society”.
- d) “Chairman” means the Chairman of the PGSC Governing Body.
- e) “Director General (DG)” means the Chief Executive of PGSC and Member Secretary, PGSC Society / Governing Body.
- f) “G.B.” means Governing Body of PGSC.
- g) “Appointing Authority” in relation to any post in PGSC means the authority competent to make appointment to that post.
- h) “Competent Authority” means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in PGSC or any such orders of the Central Govt. issued from time to time.

4. RESIDUARY CONDITIONS OF SERVICE:

All other rules, orders not indicated in these rules, the Staff Rules applicable to Central Govt. shall be applicable to the employees of PGSC.

5. POWER TO RELAX:

Notwithstanding anything contained in these rules, the Governing Body may relax any of the provisions of these rules (Amended by GB vide Item No. 29.9)

6. INTERPRETATION:

In the matter of interpretation of any rules/orders, the decision of the Director General, PGSC shall be final.

7. DEFINITION OF FAMILY:

- (i) The family for the purpose of these rules shall be husband or wife, as the case may be, legitimate children and step children, dependant parents.
- (ii) Step mother, un-married sister, un-married brother residing with and dependent upon the employee.
- (iii) However, this is subject to the definition of family for various purpose viz. LTC, Medical facility etc. will be same as provided for Central Govt. employees.
- (iv) Dependent will have the same meaning as applicable for the Central Government employees.

8. REPEAL AND SAVING:

- (i) These Staff Rules shall not affect adversely the interest of the existing employees by virtue of the operation of any rule or any order made or any action taken earlier

- (ii) Any of the Provision of these rules can be repealed subject to the approval of the Governing Body.

CHAPTER II

PAY & ALLOWANCES AND OTHER FACILITIES

9. PAY SCALES

	5 th Pay-scales	6 th Pay-scales	7 th Pay-scales
1. Xerox Machine Operator 2. Messenger 3. Helper	2610-3540	5200-20200 GP 1400	L-1 (18000)
1. Data Entry Operator 2. Technician Gr. II (HVAC Plant Operator) 3. Technician Gr. II (Turner / Fitter) 4. Ticket Issue Clerks	3050-4590	5200-20200 GP 1900	L-2 (19900)
1. Driver	3200-4900	5200-20200 GP 2000	L-3 (21700)
1. Information Assistant 2. Education Assistant (GR II) 3. Artist 4. Technical Assistant (Gr. II) 5. Technician 6. Store Assistant 7. Draftsman 8. EPABX Operator	4000-6000	5200-20200 GP 2400	L-4 (25500)
1. Junior Curator	4500-7000	5200-20200 GP 2800	L-5 (29200)
1. Technical Assistant (Gr. I)	5000-8000	9300-34800 + GP 4200	L-6 (35400)
1. Office Executive 2. Office Assistant 3. Accounts Assistant 4. Stenographer 5. Education Assistant 6. Supervisor 7. Computer Operator	5500-9000	9300-34800 + GP 4200	L-6 (35400)

8. Network Administrator 9. Graphic Designer 10. Quantity Surveyor 11. Computer Instructor 12. Assistant Estate Officer			
1. Superintendent 2. Stores Officer 3. Purchase Officer 4. Personal Assistant 5. Junior Engineer 6. Assistant Manager 7. Sr. Education Assistant	6500-10500	9300-34800 + GP 4600	L-7 (44900)
1. Private Secretary to Director General 2. Assistant Manager (Accounts)	7450-11500	9300-34800 + GP 4600	L-7 (44900)
1. Computer Programmer 2. Computer Designer 3. Curator (Scientific Officer) 4. Visualiser 5. Mechanical Engineer 6. Assistant Engineer 7. Head Maintenance Services 8. Education Officer 9. Manager (Estate-cum-Contract)	8000-13500	15600-39100 + GP 5400	L-10 (56100)
1. Administrative Officer 2. Manager (Finance & Accounts) 3. Manager (Marketing & PR) 4. Chief Visualiser 5. Senior Curator 6. Executive Engineer	10000-15200	15600-39100 + GP 6600	L-11 (67700)
1. Principal Curator 2. Head Computer 3. Superintending Engineer	12000-16500	15600-39100 + GP 7600	L-12 (78800)
1. Deputy Director 2. Head (Marketing & Sales)	14300-18300	37400-67000 + GP 8700	L-13 (123100)
1. Director Science	16400-20000	37400-67000 + GP 8900	L-13A (131100)
	18400-22400	37400-67000 + GP 10000	L-14 (144200)
1. Director General	22400-24500	37400-67000 + GP 12000	L-15 (182200)

Note (1): Anyone of the above posts may be filled up on fixed remuneration not exceeding total emoluments in the maximum of the scale.

(2) The posts which have been sanctioned in Punjab pay scales and converted into Central pay scales are indicated at **Annexure I**.

ADHOC CONTRATUAL POSITIONS	
Project Managers	
Consultants / Advisors	
Project Associates	
CONTRACTED OUT SERVICES	
Security Supervisor	
Security Guards	
Supervisor	
Safaiwalas	
Malis	

10. OTHER ALLOWANCES

10.1 Allowances like City Compensatory Allowances (CCA), Dearness Allowance (DA), Transport Allowances, etc. shall be as per Central Govt. orders issued from time to time.

10.2 HOUSE RENT ALLOWANCE

All the employees of PGSC posted at Kapurthala/Jalandhar may be paid HRA as is applicable to Central Govt. employee at Jalandhar. The employees posted at Chandigarh / Mohali may be paid HRA as applicable to Central Govt. employees at Chandigarh.

11. LEAVE TRAVEL CONCESSION

All the employees of PGSC working in regular pay scales will be eligible to avail the facility of LTC to “Home Town” and “Any where in India” as per Central Government Rules as amended from time to time.

However, there shall be no encashment of earned leave while proceeding on LTC.”

[Amendment approved by the Governing Body in its 38th meeting held on 11.05.2015, vide Item No. 38.14 (A) (C)]

12. MEDICAL FACILITIES

All employees of the PGSC and members of their family, including dependants shall be entitled to reimbursement of the expenses as applicable to Central Govt. employees.

For Special Treatment, facilities availed in the recognized Private Hospitals / Clinics, the rates approved by the Govt. of India will be reimbursed

Dental Treatment

An employee of the PGSC and the members of his / her family shall be entitled to the reimbursement of the cost of dental treatment as per Central Government Rules.

13. TELEPHONE FACILITY AT RESIDENCE

Director General shall be provided with residential telephone with ISD / STD facility. Director, Head (Administration) and Head (Finance) shall also be provided residential telephone with the approval of Director General. Other officers shall be provided telephone facility with the approval of Director General on functional basis.

14. CANTEEN FACILITIES

The employees of the PGSC will be served free tea twice a day.

15. GAZETTED HOLIDAYS

The PGSC will observe gazetted holidays as declared by the Punjab Government.

16. WORKING HOURS

The PGSC will observe working hours as approved from time to time. However, the employees will observe 42 hours a week. Working timings for Office Staff and Technical Staff may differ as per need of the Science City.

CHAPTER III

SERVICE CONDITIONS

17. PROBATION

All appointments shall, in first instance, except as the appointing authority may stipulate in any particular case, be on probation. The period of probation shall be one year subject to such extensions as may be deemed necessary. The total period of probation shall not exceed two years in any case. The probation shall be deemed to have been completed only after communication of orders in writing.

18. TERMINATION

During the period of probation or extended period of probation, PGSC may terminate the services of any employee without any notice or without assigning any reason (Also see under S. No. 38).

19. CONTRACT APPOINTMENTS

All appointments in PGSC would be on contract basis. The duration of appointment made on contract would depend upon the requirement of PGSC. Normally, the period of contract will be for a period of five years extendable on year to year basis based on the requirement of the PGSC and performance of the employee. Specimen of Appointment letter indicating the terms and conditions in the pay scale / on fixed remuneration are placed at **Annexure II & Annexure III**.

Performance Appraisal report of the employees will be obtained well in advance from the concerned department and assessed by the appointing authority before completion of the contract period.

Further, this will not entitle any employee to claim permanent employment in PGSC. A notice period of one month by either side (employer / employee) would continue to be incorporated in the appointment letter, so that if required, the management could get rid of non / bad performers.

[Amendment approved by the Governing Body in its 38th Meeting held on 11.05.2015, vide Item No. 38.14 (A)(a)]

20. ENGAGEMENT OF CONSULTANTS / ADVISORS

Consultants / Advisors may be appointed by the DG for a period not exceeding 6 months on an amount of Rs.10,000/- to Rs.20,000/- per month. For duration more than 6 months, the PGSC may engage consultants / advisors based on the requirements, with the approval of the Governing Body.

21. SUPERANNUATION AND RETIREMENT

Every employee of the PGSC shall normally retire on attaining the age of 60 years. Provided that the appointing authority at its discretion may retire an employee prematurely on completion of 25 years of service or 50 years of age.

22. TRANSFER / POSTING POLICY

Every employee shall be liable to be transferred / posted at any office / place, anywhere in India or abroad based on the requirements of the projects and in public interest.

23. DISCIPLINE AND APPEAL RULES

Central Government Rules / orders shall mutatis-mutandis be applicable to all the employees of the PGSC.

Disciplinary Authority: Director or any other person authorized by the DG, PGSC shall normally be Disciplinary Authority.

Appellant Authority: DG shall be the Appellant Authority.

CONDUCT RULES

- (i) Conduct Rules as approved by Central Government Employees shall be followed.
- (ii) The prescribed authority in the various provisions of conduct rules shall be as follows:

A	For employees appointed with the approval of Government.	Chairman, Governing Body
B	For Group A and Group B employees	Director General
C	For Group C and Group D employees	Director

- (iii) **Appellant Authority:**
 - (i) Chairman, Governing Body for Group A and Group B employees.
 - (ii) Director General for Group C and Group D employees.

25. CONFIDENTIAL REPORTS:

Annual Confidential Reports (ACRs) of employees will be written by immediate reporting officer and reviewed by the next superior officer in the channel. Next superior officer of reviewing officer will be Accepting Authority.

CHAPTER IV

RECRUITMENT RULES

26. CLASSIFICATION OF POSTS

All posts in the PGSC shall be classified as under:

S.No.	Description of Posts (Past) (as per 5 th CPC)	Description of Posts (present) (as per 7 th CPC)	Classification of Posts
	Post carrying a pay or a scale of pay maximum of:		
1.	Not less than Rs.13,500	Not less than Rs.56100	Group 'A'
2.	Rs.9,000 but less than Rs.13,500	Rs.35400 but less than Rs.56100	Group 'B'
3.	Rs.4,000 but less than Rs.9,000	Rs.19900 but less than Rs.35400	Group 'C'
4.	Below Rs.4,000	Below Rs.19900	Group 'D'

27. RESERVATION IN RECRUITMENT / PROMOTION

Government of India orders from time to time on Reservation for SC/ST/OBCs or any other reservations etc. shall be followed.

28. MODE OF RECRUITMENT

Recruitment to the various posts shall be made by any of the following methods

- a) Direct recruitment from the open market through advertisement in newspapers.
- b) Deputation of suitable staff from the Central/ State Govt./ PSU/ Semi Govt. and Autonomous bodies, or other authorities.
- c) By Promotion
- d) Direct recruitment of specialists on a tenure or short-term Consultancy or on contract basis.
- e) Appointment through Contracting agencies.
- f) By appointing a Search Committee for specialized areas.
- g) Any other method of recruitment with the approval of Governing Body of PGSC.

Note: Wherever possible the advertisement for recruitment may also be circulated through Internet alongwith prescribed proforma for application.

29. PROCEDURE FOR DIRECT RECRUITMENT

The following procedure shall be followed for filling up vacancies under Direct Recruitment: -

- a. **Screening Committee:** Applications received for various posts shall be screened by a Screening Committee consisting of 3 members constituted by the Director General, PGSC. The Screening Committee will recommend candidates to be called for interview based on bench marking guidelines to be decided by the Screening Committee.
- b. **Selection Committee:** The Selection Committee shall be constituted with the approval of Appointing Authority. The selection shall be made on the basis of qualification, experience, personal interview and suitability of the person for the post and any other parameter the Selection Committee may like to include.
- c. Selection may be based on personal interview / tests depending upon the nature of posts. These could be waived off by the DG depending upon the circumstances and nature of the post.

d. **Constitution of the Selection Committee shall be as follows:**

(i) **For Group 'A' & 'B' Posts**

Chairman	Director General, PGSC
Members	<ul style="list-style-type: none"> ➤ Minimum 2 outside experts from the Panel approved by the appointing authority. ➤ One member from SC/ST ➤ One member from Minority community

(ii) **For Group 'C' Posts**

Chairman	Director General, PGSC or his nominee
Members	<ul style="list-style-type: none"> ➤ 3 experts, including one outside expert and one expert from Administration. ➤ One member from SC/ST ➤ One member from Minority community

(iii) **For Group 'D' posts**

Chairman	Director, PGSC or the nominee of the DG, PGSC
Members	<ul style="list-style-type: none"> ➤ 2 members nominated by DG, PGSC

- e. **Appointing Authority** for Various categories of posts in PGSC would be as follows:

S.No.	Category of the Post	Appointing Authority
01.	Director General	Govt. of Punjab
02.	All posts of Group 'A', 'B', 'C'	Director General as per delegation of powers by the

	& 'D'	Governing Body in its 4 th Meeting held on 18.04.2001
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30. AGE FOR RECRUITMENT

- (i) Maximum / Minimum age limit would be as per PGSC requirements for various categories of posts.
- (ii) No age limit for employees of PGSC.
- (iii) Relaxation in age to SC/ST/OBC's and ex-defence personnel as per instructions issued by GOI from time to time.

31. APPLICATION FEES

Application fees for the various posts equivalent to groups A, B & C shall be charged as follows:

S. No.	Group of posts to be filled	Prescribed Fee
01.	Group 'A', 'B' & 'C' posts	General Candidates : `500/- SC/ST/OBC : `250/-
02.	Group 'D' posts	Nil

No application fee shall be charged from the employees of the PGSC.
(Amended by GB vide Item No. 29.7)

32. MEDICAL EXAMINATION

Every new entrant to the service is required to produce a Medical Fitness Certificate of Health issued by a Competent Medical Authority as follows:

S.No.	Group of posts	Medical Authority
01.	Group 'A' & 'B'	Medical Board
02.	Group 'C' & 'D'	Civil Surgeon or District Medical Officer or a Medical Officer of equal status.

No Medical examination will be necessary in the following cases:

- (i) A person appointed purely on adhoc / leave vacancy / contract basis through contracting agency.
- (ii) A person already in service of Central/State Govt./PSU/Autonomous Bodies and had been medically examined earlier by appropriate medical authority and declared fit according to the same medical standard.

33. JOINING TIME ON FIRST APPOINTMENT

Normally one month, can be curtailed / extended by the appointing authority depending upon the requirement of the post.

34. RE-IMBURSEMENT OF FEES ETC.

Fees paid by the candidate for initial Medical examination will not be reimbursed.

No Travelling Allowance will be admissible for a journey undertaken to obtain a health certificate on first appointment.

35. VERIFICATION OF CHARACTER & ANTECEDENTS

The appointment of all the candidates selected for appointment in PGSC will be subject to verification of character and antecedents by Police Authorities.

- (i) It is the responsibility of the Appointing Authority to satisfy itself about the identity and suitability of the candidates selected for appointment. For this purpose, verification of character and antecedents shall be pre-requisite condition for all candidates appointed by direct recruitment. To avoid delays, provisional appointment letter may be issued. However, for verification of character and antecedents, certificates given by two references mentioned by the selected candidates will form the basis and attestation by the candidate should be signed by the Notary/Gazetted Officers/MPs/SDMs/Principal/Head of Institution.
- (ii) Action for verification of character and antecedents will be taken as per the prescribed procedure and guiding principles, laid down by the GOI, Ministry of Home Affairs (Deptt. of Personnel & Administrative Reforms) immediately after the person joins the PGSC service.
- (iii) In case, where such verification has been done earlier by the previous Govt. Department/ Public Sector undertakings/Autonomous bodies etc. in respect of any candidate selected in the PGSC, a copy of verification report may be called and kept on the record.
- (iv) An entry to the effect that Character and Antecedents have been verified shall be recorded in the Service Records of the employee under the signatures of the Competent Authority.

36. APPOINTMENT ON DEPUTATION

An Officer who is appointed on deputation, will be governed by the rules and instructions issued by the concerned department and mutually agreed.

37. PAY FIXATION

This will be as per GOI Rules.

38. TERMINATION OF SERVICE

The service of an employee of the PGSC may be terminated by the appointing authority as per following procedure:

- During the period of probation the services of an employee can be terminated without assigning any reason and without any notice.
- In case of an employee appointed to be regular / temporary / contractual post, after completion of probation, by giving him / her notice as per terms of his / her appointment or pay him / her salary for the period by which the notice falls short of the notice period.
- In case of an employee on deputation from the State Govt. / Central Govt. / any other PSU or autonomous body by reverting him / her to his / her parent department by giving him / her due notice as per terms and conditions of his / her deputation.

39. PERMANENT ABSORPTION

With a view to attract experienced and talented persons and to maintain continuity of such employees, PGSC may offer appointment on absorption basis at the time of their initial selection or at a later date while they are on deputation with PGSC whenever they exercise their option for permanent absorption in PGSC.

40. EXTENSION IN SERVICE

Extension beyond 60 will be given by the Appointing Authority depending upon the suitability of the person and requirement for the job.

CHAPTER V

T.A. RULES

41. TRAVELLING ALLOWANCE RULES

SECTION – I GENERAL

- (2) These rules shall be called the “Pushpa Gujral Science City Travelling Allowances Rules” and shall come into force with effect from the date these are approved by the Governing Body and shall regulate all journeys on tour performed on or after that date.

- (3) These rules shall apply to all the employees of the PGSC including those who are on deputation.
- (4) The PGSC reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them provided they shall not be detrimental to the employees already in service.
- (5) The PGSC reserves the right to interpret these rules and/or the supplementary rules and its decision in regard thereto shall be final.

SECTION-II

DEFINITIONS

- (6) Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each: -
 - a) **'TRAVELLING ALLOWANCE'** means allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the PGSC. Travelling Allowance is not intended to be a source of profit.
 - b) **'DAILY ALLOWANCE'** is a uniform allowance for each day of absence from Headquarters or part thereof and is intended to cover an employee's boarding and lodging and other such expenses while on tour.
 - c) **'HEADQUARTER'** means the normal place of duty of an employee as may be fixed by the PGSC from time to time and shall cover an area within a radius of 25 kms from the normal place of duty.
 - d) **'TOUR'** means the absence of an employee from his/her headquarters on PGSC's duty with proper sanction.
 - e) **'DAY'** will be reckoned as a period of 24 hours.
 - f) FOR THE PURPOSE OF T.A./D.A., GRADING OF THE EMPLOYEES IN VARIOUS PAY RANGES SHALL BE AS UNDER: -

GRADE	PAY RANGE FOR EMPLOYEES ON SCALES (As per 5 th CPC)	PAY RANGE FOR EMPLOYEES ON SCALES (As per 7 th CPC)
I	Rs. 16,400 and above	Rs. 131100 (L13A) and above
II	Rs. 8,000 & above but less than Rs. 16,400	Rs.56100 (L10) & above but less than Rs.131100 (L13A)

III	Rs. 6,500 & above but less than Rs. 8,000	Rs.44900 (L7) & above but less than Rs. 56100 (L10)
IV	Rs. 4,100 & above but less than Rs. 6,500	Rs.25500 (L4) & above but less than Rs. 44900 (L7)
V	Below Rs. 4,100	Below Rs. 25500 (L4)

THE CLASSIFICATION OF CITIES IN OR OUTSIDE THE STATE, FOR THE PURPOSE OF GRANT OF T.A./D.A. TO PGSC EMPLOYEES, SHALL BE AS PER GOVT. OF INDIA RULES.

SECTION- III

JOURNEY ON TOUR

- (7) The journey on tour shall be deemed to commence from and end at the headquarters of an employee.
- (8) Travelling Allowance is admissible for journey on tour by road, rail, sea and air to the extent indicated below:

Journey by Air

- i) Employees drawing pay Rs.16,400 and above – at discretion
- ii) Employees drawing pay Rs.12,300 to Rs.16,400 with prior permission of Director General in special cases provided the journey exceeds 500 kms. and journey cannot be performed overnight (ordinarily covered between 6.00 P.M. and 8.00 A.M.) by a train/direct slip coach service.
- iii) DG may permit any employee of PGSC to travel by air due to exigencies of work and in public interest.

Entitlements for travel by rail:

Pay Range (As per 5 th CPC)	Pay Range (As per 7 th CPC)	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Rs. 131100 (L13A) and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	Rs.56100 (L10) to Rs.131100(L13A)	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 6,500 to & Rs.	Rs.44900 (L7) to Rs.56100(L10)	--do--	AC 3-tier	First Class/AC 3-tier/AC Chair Car

7,999				
Rs. 4,100 to & Rs. 6,499	Rs. 25500 (L4) to Rs.44900 (L7)	--do---	--do---	--do---
Below Rs. 4,100	Below Rs.25500 (L4)	--do---	--do---	Sleeper Class

Those entitled to travel by First Class/AC 3-tier/AC Chair Car may travel on tour/transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.

Entitlements for travel by road:

Grade	Basic Pay + NPA + SI (As per 5 th CPC)	Basic Pay + NPA + SI (As per 7 th CPC)	Entitlements
I	Rs. 16,400 and above	Rs.131100 (L-13A) and above	AC Taxi/AC Bus
II	Rs. 8,000 to Rs. 16,399	Rs.56100 (L10) - Rs. 131100 (L13A)	Ordinary Taxi/Car/Auto-rickshaw/Own Scooter/Moped/Any Bus including AC Bus
III	Rs. 6,500 to & Rs. 7,999	Rs.44900 (L7) - Rs.56100 (L10)	Ordinary Taxi/Car/Auto-rickshaw/Own Scooter/Moped/Any Bus except AC Bus
IV	Rs. 4,100 to & Rs. 6,499	Rs. 25500 (L4) - Rs.44900 (L7)	Autorickshaw/Scooter/Moped/Any Bus except AC Bus.
V	Below Rs. 4,100	Below Rs. 25500 (L4)	Autorickshaw/Scooter/Moped/Ordinary Bus

- (9) An employee shall be entitled to a single fare by the class to which he/she is entitled.
NOTE: Employee travelling by night trains shall also be entitled to have sleeper berth reserved by the class to which he/she is entitled.
- (10) An employee travelling by a class lower than to which he/she is entitled shall charge the fare of the class actually traveled.
- (11) If an employee travels by a train which does not provide class of accomodation he/she is entitled, he /she may travel in the next higher class provided the employee furnishes a certificate and satisfies the PGSC that it was essential for him/her to travel by that train in the interest of the PGSC's work.
- (12) For journeys between stations not connected by rail, employees shall charge actual expenses incurred by them in travelling by taking a single seat in a Bus as per their entitlement and where Bus service is not available, by taking a single seat in a taxi.
- (13) The **rates of road mileage** per km. For the use of **personal vehicles** for official purpose will be as under: -

Actual fare will be paid for travel by pubic bus.
For journeys by autorickshaw/taxi/car, entitlement will be at the rates notified by the concerned Director of Transport.
If no rates have been notified/prescribed, prevailing rates in the Metropolitan city of the

State may be adopted. If no such rates have been fixed, then the rates of the neighbouring State be adopted. When no rates become available even after this, following rates may be fixed: -

For journeys performed in own car/taxi	Rs.8/km
For journeys performed by autorickshaw/scooter	Rs.4/km

(14) Rates of Daily Allowance

The Daily Allowance (D.A.) rates for Non Hotel / Hotel (excluding lodging) would be as under: -

Pay Range (5 th CPC)	(1) Pay Range (7 th CPC)	(2) 'A-1' Class Cities Hotel / Non Hotel rates		(3) 'A-Class' cities Hotel/ Non Hotel rates		(4) 'B-1' Class cities Hotel/ Non Hotel rates		(5) B-2 Class Cities & other places Hotel/ Non Hotel rates	
		Hotel	Non- Hotel	Hotel	Non- Hotel	Hotel	Non- Hotel	Hotel	Non- Hotel
Rs. 16,400 and above	Rs.131100 and above	400	260	320	210	240	170	160	135
Rs. 8,000 to Rs. 16,399	Rs.56100 to Rs.131100	350	230	280	185	210	150	140	120
Rs. 6,500 to & Rs. 7,999	Rs.44900 to Rs.56100	225	200	180	160	150	130	120	105
Rs. 4,100 to & Rs. 6,499	Rs.25500 to Rs.56100	190	170	150	135	125	110	100	90
Below Rs. 4,100	Below Rs.25500	150	105	120	85	90	70	65	55

(15) Hotel Accommodation

The maximum rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:

- Members of the PGSC Society, Governing Body and Director General (Member Secretary) will be paid actual expenses for stay in 5 star Hotels.
- Director, Advisors / Consultants will be paid actual expenses for stay in 3 star Hotels.
- All Staff Members drawing basic pay of Rs.56100/- and above will be paid actual lodging expenses for stay in 2 star Hotels
- Staff of Grade III & IV (Basic pay of Rs. 25500/- and above) will be paid actual lodging expenses for stay upto Rs.1000/- in 'A' Class cities and upto Rs.750/- in other places, other than Deluxe and Semi Deluxe Rooms.

- Staff of Grade V (Basic pay below Rs. 25500/-) will be paid lodging expenses as per the Govt. of India Rules on the subject.

The entitlement of **journey by sea** of the officers / staff of PGSC will be governed by the orders of the Government of India.

These entitlements are maximum permissible limits. Payments would be made on production of actual bills. However, the Director General, in exceptional cases, may sanction actual total charges exceeding these limits on production of hotel receipts.

OUTSTATION TOURS

- (16) When an employee spends one part of a day in one locality and another part in a place for which different rate of daily allowance is admissible, he/she will claim daily allowance at the rate applicable to the place where he/she spends the night succeeding such day.
- (17) Director General/officers of PGSC under urgent and exceptional circumstances may allow to undertake the journey by a taxi/by own transport and they will be entitled to reimbursement at the rates mentioned at Rule 12 and for entitlements refer Rule 20.
- (18) (i) No Daily Allowance shall be permissible within a radius of 25 kms from the place of duty.
- (ii) Daily allowance for journeys beyond 25 kms. for the entire absence from headquarters, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as follows:

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	70 %
For absence exceeding twelve hours	Full

(Absence from Headquarters on calendar day basis, i.e. from mid night to mid night)

- (iii) No incidental charges shall be payable in addition to the Daily Allowance / half Daily Allowance.
- (19) When an employee is on tour to attend a training programme and / or seminar and the fees for such training programme/seminar is paid by the PGSC, including boarding and lodging

charges, the employees shall be entitled only to 1/4th of the Daily Allowance admissible to him/her for the place of visit.

- (20) Employees performing journeys on tour in PGSC's vehicles shall charge only Daily Allowance as admissible to them, provided the journeys performed is beyond 6 hours.
- (21) Ordinarily PGSC's transport will be provided to an officer/employee for official work. In case of non-availability of PGSC's transport, officers/employees using their own transport will be reimbursed at the rates mentioned at Rule (12).

SECTION IV- LOCAL MODES OF CONVEYANCE ON TOUR

- (22) While on tour, employees will use the following modes of conveyance for local journeys for PGSC's work and for journeys from Bus Stand/Railway Station/ Airport to fixed point both ways and will be allowed the actual expenses incurred on submission of receipts of the journeys performed: -

Category of Employees	Permissible mode of conveyance
a) Director General/Director	AC Taxi for full day at local rates.
b) Employees drawing pay Rs.8000/- p.m. or above	Taxi/Three Wheeler
c) All employees drawing pay less than Rs.8000/-	Three Wheeler

SECTION V FOREIGN TRAVEL

- (23) Cases of foreign tours / visits in respect of D.G., PGSC will require the approval of President, PGSC Society, and for other officers of PGSC will require the approval of Chairman of the Governing Body.
- (24) TA / DA on foreign visit shall be applicable as per Central Government orders. However, Hotel charges will be paid on actual basis or as per the entitlement as fixed by Indian Embassies in the respective countries for equivalent grade officers in government.

SECTION VI**T.A. ON TRANSFER**

- (25) T.A. on transfer and joining time shall be regulated as per Central Government Rules / instructions issued from time to time.

SECTION VII**SUBMISSION OF TA BILLS**

- (26) a) All TA bills shall be submitted on the PGSC's prescribed performa for tours during the calendar month by 15th of the next following month.
- b) For calculating actual time of travelling for claiming daily allowance, the scheduled time of departure and arrival of the aircraft/train/bus shall be taken into account.
- (27) For journey not covered by these rules, TA may be allowed at such rates and to such extent as may be decided by the Director General of the PGSC.
- (28) For journey outside India, TA/DA will be allowed at the rates as admissible to the Central Govt. Employees and, at the rates at which foreign exchange is sanctioned by the Reserve Bank of India to Central Govt. employees.
- (29) The PGSC's employees may be allowed to use the Staff Cars for non-official local journeys in emergent cases e.g. visit to hospitals, provided official requirements are not interfered with any way. The use of Staff Cars are not permissible for journeys to places of entertainment, public amusements, parties and pleasure trips etc.

CHAPTER VI**LEAVE RULES****42. LEAVE RULES****TITLE**

These rules may be referred to as the Pushpa Gujral Science City (PGSC) Leave Rules.

DATE OF ENFORCEMENT

These rules shall come into force with effect from the date of their approval by the Governing Body.

SCOPE OF APPLICATION

These rules shall be applicable to all employees of PGSC except those on deputation.

GENERAL PRINCIPLES

- (1) Leave cannot be claimed as a matter of right.
- (2) The leave sanctioning authority may refuse or revoke leave of any kind
- (3) An official on leave cannot take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- (4) An employee who is on leave on medical certificate will be permitted to return on duty only on production of medical fitness certificate from AMA / Doctor of Government Dispensary.
- (5) Willful absence from duty after the expiry of leave will render an employee liable to disciplinary action.
- (6) Absence without leave in continuation of any authorized leave will constitute an interruption of service unless it is regularized.

TYPE OF LEAVE

All employee of the PGSC; except those on deputation will be entitled to the following kinds of leave:

- i) Casual Leave
- ii) Half Pay Leave
- iii) Earned Leave
- iv) Maternity Leave
- v) Paternity Leave

-
- vi) Leave to Contractual employees on fixed remuneration
 - vii) Leave Encashment
 - viii) Authority

Note: PGSC employees appointed on contract basis on consolidated remuneration will not be eligible for any kind of leave except Casual leave.

Casual Leave

10 days of casual leave in one calendar year (of service) shall be admissible to all employees of PGSC.

Casual leave will be non-cumulative and no other leave of any kind can be combined with it.

Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than 8 days at a time except under special circumstances with the approval of Director General.

Special Casual Leave for family planning

(a) Male Employees

- (i) Maximum of 6 working days admissible of vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another six days will be admissible on the production of medical certificate.
- (ii) Maximum of 7 days if his wife undergoes tubectomy, / Laproscopy or salpingectomy operation. The leave should follow the date of operation.

(b) Female employees

- (i) Maximum of 7 days if his wife undergoes tubectomy, / Laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.
- (ii) Admissible for one day on the day of IUCD/IUD insertion/re-insertion.
- (iii) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

(ii) Half Pay Leave

20 days in a year, only in case of serious ailment / accidents etc. This can also be commuted. Credit will be afforded in advance at a uniform rate of 10 days on the 1st of January and 1st of July every year.

(iii) Earned Leave

All contractual employees of PGSC working in regular scales shall be entitled for earned leave as under:

- ❖ Upto 10 years of service – 1/24th of duty – (15 days)
- ❖ Exceeding 10 years to 20 years – 1/18 of duty – (20 days)
- ❖ Exceeding 20 years - 1/12 of duty – (30 days)

Maximum limit of Earned leave which can be accumulated is upto 300 days.

The above entitlement of leave will be subject to the following conditions:

- The leave cannot be taken as a matter of right.
- The employee would be required to get the leave sanctioned at least 10 days in advance.
- Earned leave sent from home by the employees will not be sanctioned (except in extreme emergent exceptional contingencies beyond control subject to the satisfaction of competent authority).
- Earned leave will not be granted less than 5 days in one spell, that too with prior approval of the competent authority.
- The authorities would have the right to cancel / curtail EL, in case the services of an employee are required urgently in the organization.

[Amendment approved by the Governing Body in its 40th Meeting held on 05.07.2016, vide Item No. 40.13]

(iv) Maternity Leave

The Director General may grant to a female employee who has put in atleast one year of continuous service, maternity leave for a period of 135 days. Extension beyond 135 days shall, however, be permissible by grant of leave of the kind due. Maternity leave shall not be debited to the leave account of the employee and shall not be granted for more than two confinements. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of the PGSC.

Married female employees are also eligible total of 15 days leave in the entire service on miscarriage / abortion (induced or otherwise). Application should be supported from the registered medical practitioners for NGO's and from AMA for officers.

(v) Paternity Leave

Male PGSC employees with less than 2 surviving children are eligible for 15 days paternity leave during wife's confinement.

(vi) Leave to Contractual employees on fixed remuneration

PGSC employees appointed on contract basis on consolidated remuneration will not be eligible for any kind of leave except Casual leave.

(vii) Leave Encashment

All contractual employees of PGSC working in regular scale shall be permitted encashment of earned leave at their credit at the time of termination of contract subject to the maximum limit as under:

Period of Contract appointment	Maximum Earned Leave for which encashment will be allowed
Upto 2 yrs	No encashment
More than 2 yrs upto 5 yrs	50 days
More than 5 yrs upto 10 yrs	100 days
More than 10 yrs upto 15 yrs	150 days
More than 15 yrs upto 20 yrs	200 days
More than 20 yrs upto 25 yrs	250 days
More than 25 yrs	300 days

Maximum limit for encashment of earned leave is 300 days (including the number of days for encashment already availed by an employee while in service or in any other previous service).

[Amendment approved by the Governing Body in its 40th Meeting held on 05.07.2016, vide Item No. 40.13]

(viii) Authority

Leave of all kinds will be sanctioned either by the Director General or by any officer of the PGSC as authorised by him, to the extent of such authority.

CHAPTER VII**TERMINAL BENEFITS****43. PROVIDENT FUND RULES**

Every employee of the PGSC shall be entitled to membership of the Employees Provident Fund Scheme under the Employees Provident Funds and Misc. Provisions Act, 1952, irrespective of the pay drawn by him. Re-employed persons shall be governed by the terms of their appointment.

44. GRATUITY SCHEME

Gratuity Scheme as approved by the Governing Body shall be applicable to the employees of the PGSC.

45. BONUS

Employees of PGSC may be paid bonus as declared by the Govt. of India for Central Govt. employees.

46. PRODUCTIVITY LINKED INCENTIVES / HONORARIUM

Director General, PGSC may sanction productivity linked incentives / honorarium to eligible employees of PGSC.

47. RIGHT TO INFORMATION ACT

To make the "Right to Information" progressive, participatory and meaningful, Right to Information Act will be applicable to PGSC.

CHAPTER VIII
MODEL CADRE STRUCTURE

Revised Designations	Pre-revised Designations	No. of Post	Pay-Scale (7th CPC)
DIRECTOR GENERAL'S OFFICE			
Director General	Director General	1	L- 15 182200-224400
Principal Private Secretary	Private Secretary	1	L-7 44900-142400
Private Secretary	Personel Assistant/	1	L-6 35400-112400
Driver	Driver	1	L-3 21700-69100
Office Service Attendant	Xerox Machine Opt.	1	L-1 18000-56900
DIRECTOR'S OFFICE			
Director Grade I/Scientist – G	Director (Science)	1	L-14 144200-218200
Director Grade II / Scientist – F			L-13A 131100-216600
Private Secretary	Personal Assistant	1	L-6 35400-112400
Driver	Driver	1	L-3 21700-69100
Office Service Attendant	Xerox Machine Opt.	1	L-1 18000-56900
SCIENTIFIC DIVISION			
Dy. Director / Scientist –E	Deputy Director	1	L-13 123100-215900
Principal Scientific Officer / Scientist D	Principal Curator/ Supdt Eng	1	L-12 78800-209200
Sr. Scientific Officer / Scientist “C”	Senior Curator	2	L-11 67700-208700
Scientific Officer / Scientist “B”	Curator (Scientific Officers)	4	L-10 56100-177500
Sr. Scientific Assistant / Sr. Tech. Assistant	Junior Curator	4	L-5 29200-92300
Project Associates	Project Associates	5	(Consolidated salary)
Sr. Draftsman	Draftsman	1	L-4 25500-81100
Graphics Designers Cell			

Chief Visualiser (Sr. Exhibition Officer)	Chief Visualiser	1	L-11 67700-208700
Visualiser (Exhibition Officer)	Visualiser	1	L-10 56100-177500
Graphic Designer / Sr. Artist	Artist	4	L-4 25500-81100
Exhibit Fabrication And Maintenance Cell			
Manager (Maintenance Services / Technical Officer)	Head Exhibition, Fabrication & Mtn. Services/ Mechanical Eng.	1	L-10 56100-177500
Asst. Engineer (Mech.)	Supervisor (Mech.)	1	L-6 35400-112400
Technical Assistant	Technicians (Gr.I)	9	L-4 25500-81100
Sr. Draftsman	Draftsman	1	L-4 25500-81100
Education Cell			
Education Officer	Education Officer	1	L-10 56100-177500
Asst. Education Officer	Sr. Education Assistant	3	L-6 35400-112400
Science Guides	Science Guides	17	(Consolidated Salary)
Operational Cell			
Asst. Scientific Officer / Asst. Technical Officer / Asst. Engineer	Technical Assistant (Gr. I)	6	L-6 35400-112400
Computer Cell			
Principal Scientific Officer / Scientist D	Head Computer	1	L-12 78800-209200
Scientific Officer / Scientist B (Computer)	Computer Programmer	1	L-10 56100-177500
Scientific Officer / Scientist B (Computer)	Comp. Designer	1	L-10 56100-177500
Astt. Scientific Officer (Computer)	Network Administrator (Comp. Operator)	2	L-6 35400-112400
Asst. Scientific Officer (Comp.)	Technical Asstt. (Gr. I) (Computer Mtn.)	2	L-6 35400-112400

MARKETING DIVISION			
General Manager (Marketing & Sales)	Head (Mkt & Sales)	1	L-13 123100-215900
Sr. Manager (Mkt)	Sr. Manager (Mkt)	1	L-11 67700-208700
Asst. Manager	Asstt. Manager	3	L-6 35400-112400
Visitor Services Cell			
Asst. Manager	Dy. Manager	1	L-6 35400-112400
S. Information Asst	Info. Assistants	4	L-4 25500-81100
Sr. Office Executive	EPABX Operator	2	L-4 25500-81100
Office Executive	Ticket Issue Clerks	6	L-2 19900-63200
Estate Management Cell			
Estate Officer/Manager Estate/Assistant Executive Engineer	Estate Officer/Assistant Engineer	1	L-10 56100-177500
Asstt. Manager (Gate)/Assistant Estate Officer	Asstt. Manager (Gate)	1	L-6 35400-112400
Estate Maintenance Services Cell			
Manager (Maintenance Services)/ Technical Officer /Assistant Executive Engineer(Mtn)	Head Mtn. Services/Asst Engineer Mtn.	3	L-10 56100-177500
Asst. Engineer (Elec.)	Supervisor (Elect.)	1	L-6 35400-112400
Asst. Civil Engineer	Jr. Engr. (Civil)	1	L-6 35400-112400
Technical Assistant	Technician (Elect.)	1	L-4 25500-81100
JTA	Pump Operator /Technician	2	L-2 18000-56900
ADMINISTRATION DIVISION			
Sr. Admn. Officer	Admn. Officer	1	L-11 67700-208700
Asst. Admn. Officer	Office Executive (Gr. D)	3	L-6 35400-112400
Private Secretary	Personal Assistant	1	L-6 35400-112400
Office Service Attendant	Messenger	1	L-1 18000-56900

	(Xerox Machine Opt.)		
Establishment Section			
Asst. Admn. Officer	Superintendent	2	L-6 35400-112400
Asst. Admn. Officer	Office Assistant (Gr. I)	1	L-6 35400-112400
Personal Assistant	Steno	2	L-4
Accounts Section			
Sr. Manager (F&A)	Manager (F & A)	1	L-11 67700-208700
Dy. Manager (F&A)	Asstt. Manager A/c.	1	L-7 44900-142400
Asst. Manager (F&A)	Accounts Asstt. (Gr. I)	3	L-6 35400-112400
Office Executive (Accounts)	Data Entry Operator	1	L-2 19900-63200
Purchase /Store Section			
Purchase Officer	Purchase Officer	1	L-6 35400-112400
Sr. Office Executive (Store)	Store Assistant (Gr. II)	1	L-4 25500-81100
Horticulture Section			
Astt. Executive Engineer	Asstt. Engineer	1	L-10 56100-177500
Asst. Engineer (Hort.)	Jr. Engineer (Hort. Asstt.)	1	L-6 35400-112400
ENGINEERING DIVISION (TILL THE CONSTRUCTION IS OVER)			
Chief Engineer /Executive Engineer	Chief Engineer/ Executive Engineer	4	L-11 67700-208700
Asst. Executive Engineer	Asstt. Engineer	3	L-10 56100-177500
Sr. Quantity Surveyor	Quantity Surveyor	2	L-6 35400-112400
Office Service Attendant	Xerox Machine Opt.	1	L-1 18000-56900

Curator/Scientific Officer:

- (i) Space Gallery
- (ii) Fun Science
- (iii) Health & Biotechnology
- (iv) Science of Sports
- (v) Cyber Space
- (vi) Evolution
- (vii) Energy & Environment
- (viii) Electronics

Technical Assistants :

- (i) Electronics
- (ii) Flight Simulator
- (iii) 3-D Show
- (iv) Laser Show
- (v) Earthquake Simulator
- (vi) Climate Change
- (vii) Evolution Show
- (viii) Planetarium
- (ix) Energy Park
- (x) Railway Gallery
- (xi) Toy Train (Rlys)-2
- (xii) Computer Maintenance – 2
- (xiii) Horticulture - 1

Technicians :

- (i) Carpenters
- (ii) Fitters
- (iii) Machine Operator
- (iv) Painter
- (v) Electrician
- (vi) Electronics
- (vii) Electrician (Mtn.)
- (viii) Air-conditioning
- (ix) Public Health

Assistant Manager:

- (i) Assistant Manager (Schools)
- (ii) Assistant Manager (Tourists)
- (iii) Assistant Mgr. (Gen.)
- (iv) Visitor Services

CHAPTER IX**NORMS FOR FILLING UP VARIOUS POSTS IN PUSHPA GUJRAL SCIENCE CITY****SCIENTIFIC SECTION****Group 'A' Posts**

Designation / Pre-revised (5th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised (6th CPC)		Revised (7th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Scientific Officer / Curator 8000-13500	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- 2 years relevant experience for M.Sc./ BE/B Tech or 1 year for ME / Ph.D.	<i>Scientific Officer / Scientist - B</i>	15600- 39100	5400	L-10 (56100-177500)	<i>1st class M.Sc. / 1st class BE or B Tech or equivalent or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- 2 years relevant experience for M.Sc./ BE/B Tech or fresh ME / M.Tech/Ph.D.(Sc.) / Ph.D (Engg.)</i>

Sr. Curator 10000-15200	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- 5 years for M.Sc. / BE / B Tech or 3 years for M Tech / ME or 1 years for PhD	<i>Senior Scientific Officer / Scientist -C</i>	15600-39100	6600	L-11 (67700-208700)	<i>1st class M.Sc. / 1st class BE or B Tech or equivalent or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology</i> (No Change) ----- <i>5 years for M.Sc. / BE / B Tech or 3 years for M Tech / ME or 1 year for Ph.D (Sc.) / Ph.D (Engg.)</i>
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Principal Curator 12000-16500	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology	<i>Principal Scientific Officer / Scientist -D</i>	15600-39100	7600	L-12 (78800-209200)	<i>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology</i>
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	----- 10 years for M.Sc. / BE / B Tech or 8 years for M Tech / ME or 5 years for PhD					----- 10 years for M.Sc. / BE / B Tech or 8 years for M Tech / ME or 5 years for Ph.D (Sc.) / Ph.D (Engg.)
Dy Director 14300-18300	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- 13 years for M.Sc. / BE / B Tech or 11 years for M Tech / ME or 8 years for PhD	<i>Dy. Director / Scientist-E</i>	37400-67000	8700	L-13 (123100-215900)	<i>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology</i> ----- <i>13 years for M.Sc. / BE / B Tech or 11 years for M Tech / ME or 8 years for Ph.D (Sc.) / Ph.D (Engg.)</i>
Director (Grade – II)	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field as per the	<i>Director (Grade II) / Scientist-F</i>	37400-67000	8900	L-13A (131100-216600)	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field as per the

16400-20000	<p>requirements of the PGSC.</p> <p>-----</p> <p>15 years for M.Sc. / BE / B Tech or 13 years for M Tech / ME or 10 years for PhD out of which 5 years experience should be in managerial capacity with strong initiative and leadership qualities.</p>					<p>requirements of the PGSC.</p> <p style="text-align: center;">(No Change)</p> <p>-----</p> <p><i>15 years for M.Sc. / BE / B Tech or 13 years for M Tech / ME or 10 years for Ph.D(Sc.) / PhD (Engg.) out of which 3 years experience should be in managerial capacity with strong initiative and leadership qualities.</i></p>
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<p>Director (Grade-I) 18400-22400</p>	<p>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field as per the requirements of the PGSC.</p> <p>-----</p> <p>15 years for M.Sc. / BE / B Tech or 13 years for M Tech / ME or 10 years for PhD out of which 5 years experience should be in managerial</p>	<p><i>Director (Grade I)/ Scientist G</i></p>	<p>37400-67000</p>	<p>10000</p>	<p>L-14 (144200-218200)</p>	<p><i>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field as per the requirements of the PGSC.</i></p> <p style="text-align: center;">(No Change)</p> <p>-----</p> <p><i>18 years for M.Sc. / BE / B Tech or 16 years for M Tech / ME or 13 years for</i></p>
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	capacity with strong initiative and leadership qualities.					<i>Ph.D (Sc.) / Ph.D (Engg.) out of which 5 years experience should be in managerial capacity with strong initiative and leadership qualities</i>
Director General 22400-24500	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- Director General shall be a distinguished scientist / technologist, or a leader in Science museums and shall be appointed by the President on recommendations of a high power Committee, which shall be constituted by the Governing Body.	Director General	37400-67000 (67000-79000)	12000	L-15 (182200-224100)	<i>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in appropriate field of Science or Engineering / Technology ----- Director General shall be a distinguished scientist / technologist, or a leader in Science museums and shall be appointed by the President on recommendations of a high power Committee, which shall be constituted by the Governing Body.</i> -----

						The Governing Body in its 42nd Meeting held on 15.11.2017 approved the detailed qualification for the post of Director General, as indicated on the next page.
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The Governing Body in its 42nd Meeting held on 15.11.2017 approved the revised qualifications and experience for the post of Director General, as under:

The Director General shall be a distinguished Scientist / Technologist, or a leader in Science Museums and shall be appointed by the President on recommendations of a high power selection committee which shall be constituted by the Governing Body. The qualifications and experience requirements shall be as follows:

Qualifications: Master degree in Sciences or Engineering/Technology, however, due weightage will be given to the candidates with Ph.D qualification.

Experience:

- 1) The candidates should have at least 20 years experience relevant to the objectives of the Science City out of which at least 5 years in administrative and managerial experience at a senior level having financial and administrative control in a National / State Level organization / autonomous body under the Government.
- 2) The candidate should be either working or should have worked at the time of retirement in the pay scale of Rs. 37,400-67,000 + GP Rs. 10,000 or equivalent as per the last pay commission.

Desirable Experience:

- (i) design, development and fabrication of interactive exhibits, demonstrations and teaching aids for science education and popularisation of science;
- (ii) portrayal of the growth of science and technology and their applications in industry and human welfare with a view to develop scientific temper and to create, inculcate and sustain science awareness amongst the people;
- (v) popularisation of science and technology in cities, urban and rural areas by organising exhibitions, seminars, lectures, science camps and various other programmes;
- (iv) supplementing science education by organising various out-of-school educational activities to foster a spirit of scientific enquiry and creativity amongst the students;
- (v) Conducting research in science and technology in areas pertaining to the activities of the Science City.

Age: Below 65 years

SCIENTIFIC / TECHNICAL SECTION
Below Group 'A' Posts

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade Pay		
3050-4590	(New Scale)	<i>Jr. Scientific Assistant / Jr. Technical Assistant</i>	5200- 20200	1900	L-2 (19900-63200)	<i>3 years diploma / B.Sc or equivalent with 1st class from a recognized University / Technical Education Board.</i> ----- <i>2 years relevant experience.</i>

Technical Assistant (GR II)	3 years Diploma in Engineering / PGDCA / B.Sc. (IT) / ITI Certificate in relevant field.	<i>Scientific Assistant / Technical Assistant</i>	5200- 20200	2400	L-4 (25500-81100)	<i>3 years diploma / B.Sc or equivalent with 1st class from a recognized University / Technical Education Board.</i>
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4000-6000	<p>-----</p> <p>One year for Diploma /PGDCA / B.Sc (IT) and 4 years experience for ITI.</p>					<p>-----</p> <p>4 years experience in appropriate field.</p>
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<p>Jr. Curator</p> <p>4500-7000</p>	<p>3 years diploma / B.Sc or equivalent with first class from a recognized University / Technical Education Board.</p> <p>-----</p> <p>3 years experience in appropriate field.</p>	<p><i>Sr. Scientific Assistant</i></p> <p><i>Sr. Technical Assistant</i></p>	<p>5200-20200</p>	<p>2800</p>	<p>L-5 (29200-92300)</p>	<p>3 years diploma / B.Sc or equivalent with 1st class from a recognized University / Technical Education Board.</p> <p>(No Change)</p> <p>-----</p> <p>5 years experience for Diploma/B.Sc. degree holders in appropriate field.</p>
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Technical Assistant (GR I) 5000-8000	M.Sc. (Physics) / B.E. Electronics / Instrumentation / Computer Engineering with One year experience in teaching / research / industry / institutions in maintenance and troubleshooting electronics / computer based equipment. 1.1.1.1.1 OR 3 years Diploma in Engineering with minimum 55% marks with 5 years relevant experience	Asstt. Scientific Officer/Asst. Technical Officer/Asst. Engineer	9300-34800	4200	L-6 (35400-112400)	M.Sc. / B.E. / B.Tech. or 3 years diploma / B.Sc or equivalent with 1 st class from a recognized University / Technical Education Board. ----- 1 year for M.Sc./B.E./B.Tech, 8 years for Diploma/ B.Sc. degree holders.
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7450-11500	(New Scale)	Dy. Scientific Officer /Dy. Technical Officer/Dy. Engineer	9300-34800	4600	L-7 (44900-142400)	Promotion Scale
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		Scientific	15600-	5400	L-9	
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8000-13500	<i>(New Scale)</i>	<i>Officer/ Technical Officer</i>	39100		(53100-167800)	Promotion Scale
10000-15200	<i>(New Scale)</i>	<i>Sr. Scientific Officer/Sr. Technical Officer</i>	15600- 39100	6600	<i>L-11</i> (67700-208700)	Promotion Scale
12000-16500	<i>(New Scale)</i>	<i>Principal Scientific Officer/ Principal Technical Officer</i>	15600- 39100	7600	<i>L-12</i> (78800-209200)	Promotion Scale

EDUCATION SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade Pay		
Education Asst. (Gr. II) 4000-6000	Bachelor's Degree in Science and Education ----- 2 years experience in teaching Science subjects will be preferred. Excellent communication skills in English, Punjabi and Hindi are essential.	<i>Education Assistant</i>	5200- 20200	2400	L-4 (25500-81100)	<i>Bachelor's Degree in Science and Education (B.Sc., B.Ed.)</i> ----- <i>2 years experience in teaching Science subjects will be preferred. Excellent communication skills in English, Punjabi and Hindi are essential.</i> (No Change)

Education Assistant (Gr. I)	Bachelor's Degree in Science and Education (B.Sc., B.Ed.) OR M.Sc. (Physics).	<i>Asstt. Education Officer</i>	9300-34800	4200	L-6 (35400-112400)	<p><i>Bachelor's Degree in Science and Education (B.Sc., B.Ed.) OR M.Sc., B.Ed.</i></p> <p>-----</p> <p><i>B.Sc., B.Ed. with 5 years experience and M.Sc. with one year experience in teaching Science subjects / research / industry / institutions. Excellent communication skills in English, Punjabi and Hindi are essential.</i></p> <p><i>Bachelor's Degree in Science and Education (B.Sc., B.Ed.).</i></p> <p>-----</p> <p><i>7 years experience in teaching Science subjects will be preferred. Excellent communication skills in English, Punjabi and Hindi are essential.</i></p> <p>-----</p> <p><i>B.Sc., B.Ed. with 7 years experience and M.Sc., B.Ed. with 5 years experience in teaching Science subjects / research / industry / institutions. Excellent communication skills in English, Punjabi and Hindi are essential.</i></p>
5000-8000						
Sr. Education Assistant	7 years experience in teaching Science subjects will be preferred. Excellent communication skills in English, Punjabi and Hindi are essential.					
6500-10500						

7450-11500	(New Scale)	Dy. Education Officer	9300- 34800	4600	L-7 (44900-142400)	Promotion Scale

Education Officer	Master's Degree in Science (Physics/Biological Science) and Education (M.Sc., B.Ed.)	Education Officer	15600- 39100	5400	L-10 (56100-177500)	Master's Degree in Science and Education (M.Sc., B.Ed.) or B.Sc., B.Ed.
8000-13500	----- 10 years experience in teaching Science subjects. Excellent communication skills in English, Punjabi and Hindi are essential. Persons retired as College Lecturers or above can also apply.					----- 8 years experience for M.Sc., B.Ed., or 10 years experience for B.Sc., B.Ed. in teaching Science subjects. Excellent communication skills in English, Punjabi and Hindi are essential.

10000-15200	<i>(New Scale)</i>	<i>Sr. Education Officer (Selection Grade .II)</i>	<i>15600- 39100</i>	<i>6600</i>	<i>L-11 (67700-208700)</i>	Promotion Scale
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12000-16500	<i>(New Scale)</i>	<i>Principal Education Officer (Selection Grade I)</i>	<i>15600- 39100</i>	<i>7600</i>	<i>L-12 (78800-209200)</i>	Promotion Scale
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COMPUTER SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
3050-4590	(New Scale)	Network Assistant	5200- 20200	1900	L-2 (19900-63200)	3 years Diploma in Computer / Electronics Engineering/B.Sc. /PGDCA/ITI /DoEACC (O Level) or equivalent with 1 st class ----- 2 years relevant experience for Diploma / PGDCA/B.Sc or 5 years relevant experience for ITI / DoEACC (O Level)

4000-6000	<i>(New Scale)</i>	<i>Network Administrator</i>	5200-20200	2400	L-4 (25500-81100)	<p><i>3 years Diploma in Computer / Electronics Engineering/B.Sc. / PGDCA/ ITI /DoEACC (O Level) or equivalent with 1st class</i></p> <p>-----</p> <p><i>4 years relevant experience for Diploma / PGDCA/B.Sc or 8 years relevant experience for ITI / DoEACC (O Level)</i></p>
4500-7000	<i>(New Scale)</i>	<i>Sr. Network Administrator</i>	5200-20200	2800	L-5 (29200-92300)	<p><i>3 years Diploma in Computer / Electronics Engineering/B.Sc. / PGDCA/ DoEACC (A Level) or equivalent with 1st class</i></p> <p>-----</p> <p><i>5 years relevant experience for</i></p>

						<i>Diploma / PGDCA/B.Sc / DoEACC (A Level)</i>
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Computer Operator Maintenance / Computer Instructor	3 years Diploma in Computer / Electronics Engineering or equivalent with 1 st class. ----- 5 Years relevant experience.	<i>Asstt. Scientific Officer (Computers)</i>	9300-34800	4200	L-6 (35400-112400)	<i>3 years Diploma in Computer / Electronics Engineering/B.Sc. / PGDCA/ DoEACC (A Level) or equivalent with 1st class</i> ----- <i>8 years relevant experience for Diploma / PGDCA/B.Sc / DoEACC (A Level)</i> <i>1.1.1.1.2 OR M.Sc. (Physics)/B.E. Electronics / Instrumentation / Computer Engineering with 1 year experience in teaching / research / industry / institutions</i>
5500-9000						

		<i>Dy. Scientific Officer (Computers)</i>	9300-34800	4600	L-7 (44900-142400)	
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7450-11500	<i>(New Scale)</i>					Promotion Scale
Computer Programmer / Computer Designer 8000-13500	1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / MCA in Electronics/Computer Engineering. ----- 2 years for M.Sc./ BE/B.Tech/MCA or 1 year for ME / M.Tech.	<i>Scientific Officer / Scientist B (Computers)</i>	15600-39100	5400	L-9 (53100-167800)	Promotion Scale
10000-15200	<i>(New Scale)</i>	<i>Sr. Scientific Officer / Scientist C (Computers)</i>	15600-39100	6600	L-11 (67700-208700)	Promotion Scale

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<p>Head Computer Cell</p> <p>12000-16500</p>	<p>1st class M.Sc. / 1st class BE or B Tech or M Tech / ME / PhD in Electronics/Computer Engineering.</p> <p>-----</p> <p>10 years for M.Sc. / BE / B Tech or 8 years for M Tech / ME or 5 years for PhD</p>	<p><i>Principal Scientific Officer/ Scientist D (Computers)</i></p>	<p>15600-39100</p>	<p>7600</p>	<p>L-12 (78800-209200)</p>	<p>Promotion Scale</p>
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DESIGN SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
3050-4590	(New Scale)	Draftsman	5200- 20200	1900	L-2 (19900-63200)	Certificate in draftsmanship from a recognized institution. Proficiency in Autocad ----- 2 years appropriate experience.

Draftsman 4000-6000	Certificate in draftsmanship from a recognized institution. Proficiency in Autocad -----	Sr. Draftsman	5200- 20200	2400	L-4 (25500-81100)	Certificate in draftsmanship from a recognized institution. Proficiency in Autocad (No Change) -----
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	3 years appropriate experience.					5 years appropriate experience.
3050-4590	(New Scale)	Artist	5200-20200	1900	L-2 (19900-63200)	3 years Diploma in Commercial Art or 2 years certificate in fine art / Commercial Art ----- 2 years for diploma holders or 3 years for certificate holders in designing models, dioramas, exhibition gallery etc.
Artist 4000-6000	4 years BFA Course in appropriate field OR 3 years Diploma in Commercial Art ----- 1 year for BFA in designing exhibition gallery or 6 years for diploma in designing models, dioramas, exhibition gallery.	Graphic Designer / Sr. Artist	5200-20200	2400	L-4 (25500-81100)	4 years BFA (Applied Art) Course in appropriate field OR 3 years Diploma in Commercial Art or 2 years certificate in Fine Art / Commercial Art. ----- 1 year experience for BFA (Applied Art) in designing exhibition gallery.

	Proficiency in Multimedia Graphics with coreldraw, pagemaker, Photoshop, illustrator, flash etc.					<i>Proficiency in Multimedia Graphics with coreldraw, pagemaker, Photoshop, illustrator, flash etc. or 4 years for diploma holders or 8 years for Certificate holders in designing models, dioramas, exhibition gallery etc..</i>
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Graphic Designer 5500-9000	4 years BFA Course in appropriate field OR 3 years Diploma in Commercial Art ----- 3 years for BFA in designing exhibition gallery or 6 years for diploma in designing models, dioramas, exhibition gallery. Proficiency in Multimedia Graphics	<i>Sr. Graphic Designer</i>	9300-34800	4200	L-6 (35400-112400)	<i>MFA or 4 years BFA (Applied Art) Course in appropriate field OR 3 years Diploma in Commercial Art or 2 years certificate in fine art / commercial art.</i> ----- <i>MFA with 2 years or 4 years for BFA (Applied Art) in designing exhibition gallery Proficiency in Multimedia Graphics with coreldraw, pagemaker, Photoshop, illustrator, flash etc. or 8 years for diploma holder or 12 years for certificate holders in designing models,</i>
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	with coreldraw, pagemaker, Photoshop, illustrator, flash etc.					<i>dioramas, exhibition gallery, etc.</i>
7450-11500	<i>(New Scale)</i>	<i>Dy. Visualiser (Exhibition Officer)</i>	<i>9300-34800</i>	<i>4600</i>	<i>L-7 (44900-142400)</i>	Promotion Scale
Visualiser 8000-13500	4 years BFA Course in appropriate field OR 3 years Diploma in Commercial Art ----- 5 years for BFA in designing exhibition gallery or 10 years for diploma in designing models, dioramas, exhibition gallery. Proficiency in Multimedia Graphics with coreldraw, pagemaker,	<i>Visualiser (Exhibition Officer)</i>	<i>15600-39100</i>	<i>5400</i>	<i>L-10 (56100-167800)</i>	<i>Masters in Fine Arts (MFA) or 4 years Bachelor in Fine Arts (BFA) (Applied Art) Course.</i> ----- <i>5 years for MFA or 8 years for BFA in designing exhibition gallery. Proficiency in Multimedia Graphics with coreldraw, pagemaker, Photoshop, illustrator, flash etc.</i>

	Photoshop, illustrator, flash etc is desirable.					
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Chief Visualiser 10000-15200	4 years BFA Course in appropriate field OR 3 years Diploma in Commercial Art ----- 8 years for BFA in designing exhibition gallery or 15 years for diploma in designing models, dioramas, exhibition gallery. Proficiency in Multimedia Graphics with coreldraw, pagemaker, Photoshop, illustrator, flash etc is desirable.	<i>Chief Visualiser (Sr. Exhibition Officer)</i>	15600-39100	6600	L-11 (67700-208700)	Promotion Scale
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12000-16500	<i>(New Scale)</i>	<i>Principal Exhibition Officer</i>	15600-39100	7600	L-12 (78800-209200)	Promotion Scale
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MAINTENANCE SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Helper (Pump Operator) 2610-3540	Matriculation ----- 1 years experience as messenger and helper.	<i>Technician</i> <i>(Pump Operator)</i>	5200- 20200	1800	L-1 (18000-56900)	<i>Matriculation / ITI Certificate in relevant field.</i> ----- <i>3 years relevant experience for Matriculation and one year experience for ITI.</i>
Technician (Gr. II)/ Pump Operator 3050-4590	ITI in appropriate field or 10+2 depending upon the nature of work. ----- 3 years relevant experience for ITI or 5 years for 10+2	<i>Jr. Technical Assistant</i>	5200- 20200	1900	L-2 (19900-63200)	<i>3 years Diploma in Engineering / PGDCA / B.Sc. with 1st class OR ITI Certificate in relevant field.</i> ----- <i>2 years for Diploma /PGDCA / B.Sc and 5 years relevant experience for</i>

						<i>ITI.</i>
Technicians (Gr. 1) 4000-6000	ITI Certificate Course or equivalent in relevant branch. ----- 4 Years relevant experience.	<i>Technical Assistant</i>	5200-20200	2400	L-4 (25500-81100)	<i>3 years Diploma in appropriate Engineering with 1st class or ITI in relevant field.</i> ----- <i>4 years relevant experience for Diploma Holders and 8 years for ITI.</i>
4500-7000	(New Scale)	<i>Sr. Scientific Assistant / Sr. Technical Assistant</i>	5200-20200	2800	L-5 (29200-92300)	<i>3 years Diploma / B.Sc or equivalent with 1st class from a recognized University / Technical Education Board.</i> ----- <i>5 years experience for Diploma/B.Sc.</i>

						<i>degree holders in appropriate field.</i>
Supervisor (Elect.) 5500-9000	3 years Diploma in Elec. Engineering. ----- 5 years relevant experience	<i>Asstt. Engineer (Maintenance Services)/ Asstt. Elec. Engineer / Asstt. Mech. Engineer /</i>	9300- 34800	4200	L-6 (35400-112400)	<i>3 years Diploma in appropriate Engineering with 1st class or ITI in relevant field. ----- 8 years relevant experience for Diploma Holders or 12 years for ITI.</i>
Supervisor (Mech.) 5500-9000	3 years Diploma in Mechanical Engineering. ----- 5 years relevant experience	<i>Asstt. Civil Engineer</i>				<i>1.1.1.1.3 OR M.Sc. / B.E. Electronics / Instrumentation / Computer Engineering with 1 year experience in Maintenance of Equipment.</i>
Jr. Engineer (Civil)	3 years Diploma in Civil Engineering.					

6500-10500	----- 7 years relevant experience.					
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7450-11500	(New Scale)	<i>Dy. Manager (Maintenance Services)/ Dy. Electrical Engineer / Dy. Mechanical Engineer / Dy. Civil Engineer</i>	9300-34800	4600	L-7 (44900-142400)	Promotion Scale
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Head Mtn. Services / (Mech. Engineer - 1)	M.Sc./B.E/B.Tech. or Diploma in Engineering -----	<i>Manager (Maintenance Services)/ Technical Officer</i>	15600-39100	5400	L-9 (53100-167800)	Promotion Scale
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8000-13500	2 years for M.Sc./ BE/B Tech or 10 years experience for Diploma holders.					
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10000-15200	(New Scale)	<i>Sr. Manager (Maintenance)/ Sr. Technical Officer</i>	15600-39100	6600	L-11 (67700-208700)	Promotion Scale
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12000-16500	(New Scale)	<i>Principal Manager (Maintenance)/ Principal Technical Officer</i>	15600-39100	7600	L-12 (78800-209200)	Promotion Scale
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MARKETING SECTION

Designation / Pre-revised Pay (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Information Assistant 4000-6000	Bachelor Degree in Science ----- Excellent communication skills in Punjabi, English, Hindi essential. Persons with recognized qualification in Mass Communication will be preferred.	<i>Information Asstt.</i>	5200-20200	2400	L-4 (25500-81100)	<i>Master's Degree in Mass Communication.</i> ----- <i>2 Years experience with excellent writing and communication skills in Punjabi, English, Hindi essential.</i>

<p>Asst. Manager (Mkt.) 6500-10500</p>	<p>Science Graduate with first class MBA (preferably Marketing) from a university or recognised institute</p> <p>-----</p> <p>Persons with some experience in marketing or event management or public relations will be preferred. Knowledge of computer operations and good proficiency in working with MS office is essential.</p>	<p><i>Asstt. Manager (Mkt & PR)</i></p>	<p>9300-34800</p>	<p>4200</p>	<p>L-6 (35400-112400)</p>	<p><i>Graduate with 1st class MBA (preferably Marketing) from a university/recognised institute</i></p> <p><i>Or Master's Degree in Mass Communication.</i></p> <p>-----</p> <p><i>1 year experience for MBA or 4 years for Master's Degree in Mass Communication in marketing or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.</i></p>
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<p>7450-11500</p>	<p>(New Scale)</p>	<p><i>Dy. Manager (Mkt & PR)</i></p>	<p>9300-34800</p>	<p>4600</p>	<p>L-7 (44900-142400)</p>	<p>Promotion Scale</p>
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<p>Manager (Mkt. & PR)</p> <p>8000-13500</p>	<p>Science Graduate with first class MBA (preferably Marketing) from a university or recognized institute</p> <p>-----</p> <p>2 years experience in marketing, strategic management or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.</p>	<p><i>Manager (Mkt & PR)</i></p>	<p>15600-39100</p>	<p>5400</p>	<p>L-10 (56100-177500)</p>	<p><i>Science Graduate with 1st Class with MBA from a recognized university or Master degree in Mass Communication</i></p> <p>-----</p> <p><i>3 years relevant experience for MBA or 6 years for Master in Mass Communication in marketing, strategic management or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.</i></p>
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<p>Sr. Manager (Marketing)</p>	<p>Science Graduate with first class MBA (preferably Marketing) from a university or recognised institute</p>	<p><i>Sr. Manager (Mkt & PR)</i></p>	<p>15600-39100</p>	<p>6600</p>	<p>L-11 (67700-208700)</p>	<p><i>Science Graduate with 1st class with MBA from a recognized university or Master degree in Mass Communication</i></p>
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10000-15200	5 years experience in marketing, strategic management or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.					----- <i>5 years relevant experience for MBA or 8 years for Master in Mass Communication in marketing, strategic management or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.</i>
12000-16500	(New Scale)	<i>Dy. General Manager (Mkt & PR)</i>	15600-39100	7600	L-12 (78800-209200)	Promotion Scale
Head (Marketing & Sales) 14300-18300	Science Graduate with first class MBA (preferably Marketing) from a university or recognized institute -----	<i>General Manager (Mkt & PR)</i>	37400-67000	8700	L-13 (123100-214100)	Promotion Scale

	<p>10 years related experience in marketing, strategic management or event management or public relations. Knowledge of computer operations and good proficiency in working with MS office is essential.</p>					
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HORTICULTURE SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
4000-6000	New Scale	<i>Junior Engineer (Horticulture)</i>	5200- 20200	2400	L-4 (25500-81100)	<p><i>B.Sc. Horticulture or Certificate course in Gardening</i></p> <p><i>B.Sc. Horticulture with 1 year or 5 years relevant experience for Certificate holders in the field of landscaping, horticulture. Persons should have experience in planning landscaping work and preparing estimates. Preference for retired persons.</i></p>

<p>Junior Engineer (Horticulture) 6500-10500</p> <p>Technical Assistant (Horticulture) (Gr. I) 5000-8000</p>	<p>B.Sc. Horticulture</p> <p>-----</p> <p>2 years experience in the field of landscaping, horticulture. Persons should have experience in planning landscaping work and preparing estimates. Preference for retired persons.</p> <p>Diploma in Horticulture</p> <p>-----</p> <p>5 years relevant experience</p>	<p>Asstt. Engineer (Horticulture)</p>	<p>9300-34800</p>	<p>4200</p>	<p>L-6 (35400-112400)</p>	<p><i>B.Sc. Horticulture or Certificate course in Gardening</i></p> <p>-----</p> <p><i>B.Sc. Horticulture with 5 years or Certificate holders with 10 years relevant experience in the field of landscaping, horticulture. Persons should have experience in planning landscaping work and preparing estimates. Preference for retired persons.</i></p>
<p>7450-8000</p>	<p>New Scale</p>	<p>Dy. Engineer (Horticulture)</p>	<p>9300-34800</p>	<p>4600</p>	<p>L-7 (44900-142400)</p>	<p>Promotion Scale</p>

ADMINISTRATION SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Messenger / Xerox Machine Operator / Helper / Peon etc. 2610-3540	Matriculation ----- 1 year relevant experience in operation of Xerox photocopying machine, fax machine, telephone along with other usual duty of messenger.	<i>Office Service Attendant or Office Attendant (Services) (Messenger / Xerox Machine Operator etc.)</i>	5200- 20200	1800	L-1 (18000-56900)	<i>Matric ----- 3 years relevant experience in operation of photocopying machine, fax machine, telephone exchange etc. along with other usual duties of messenger/ Attendant.</i>

Office Executive III (Establishment /EPABX Operator/Recepti	10+2 from recognized Board/University Computer Typing Speed in English : 30 WPM.	<i>Office Executive (Computer Operator/ Store/Purchase/ Establishment/E</i>	5200- 20200	1900	L-2 (19900-63200)	<i>Graduate from recognized Board/University, computer Typing Speed in English & Punjabi : 30 WPM & 20 WPM respectively (wherever necessary)</i>
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onist / Ticket Issue Clerk etc.) 3050-4590	----- One year relevant experience. Computer typing proficiency is essential.	<i>PABX Operator/ Receptionist /Ticket Issue Clerk etc.)</i>				----- <i>2 Years relevant experience. Computer proficiency essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be preferred.</i>
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Office Executive (Gr. II) (Establishment/ EPABX Operator /Receptionist etc.) 4000-6000	Graduate ----- 3 years relevant experience. Working knowledge of Computer is essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be preferred.	<i>Sr. Office Executive (Store/Purchase /Establishment/ EPABX Operator /Receptionist etc.)</i>	5200-20200	2400	L-4 (25500-81100)	<i>Graduate from a recognized University computer Typing Speed in English & Punjabi: 30 WPM & 20 WPM respectively (wherever necessary).</i> ----- <i>6 years relevant experience. Computer proficiency essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be preferred.</i>
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<p>Superintendent 6500-10500</p>	<p>Graduate from a recognized University</p> <p>-----</p>	<p><i>Asstt. Admn. Officer</i></p>	<p>9300-34800</p>	<p>4200</p>	<p>L-6 (35400-112400)</p>	<p><i>Graduate from a recognized University</i></p> <p>(No Change)</p> <p>-----</p>
<p>Office Executive (Gr. 1) 5500-9000</p>	<p>-----</p> <p>10 years experience, out of which at least 5 years as Assistant in establishment work, legal cases and other related procedures. Working knowledge of computer is desirable</p> <p>Graduate from a recognized University</p> <p>-----</p> <p>5 years relevant experience. Working knowledge of Computer is essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be</p>					<p><i>10 years relevant experience, out of which at least 5 years in establishment work, legal cases and other related procedures. Computer proficiency essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be preferred.</i></p>

	preferred.					
7450-11500	New Scale	<i>Dy. Admn. Officer</i>	9300-34800	4600	L-7 (44900-142400)	Promotion Scale
8000-13500	New Scale	<i>Administrative Officer</i>	15600-39100	5400	L-10 (56100-177500)	<p><i>Graduate from a recognized University</i></p> <p>-----</p> <p><i>12 years relevant experience, out of which at least 5 years of administration in supervisory capacity in establishment work, preparation of agenda for meetings, legal cases and other related procedures. Computer proficiency essential.</i></p>

<p>Administrative Officer</p> <p>10000-15200</p>	<p>Graduate from a recognized University</p> <p>-----</p> <p>15 years experience, out of which at least 5 years of administration in supervisory capacity in establishment work, preparation of agenda for meetings, legal cases and other related procedures. Working knowledge of computer is desirable.</p>	<p><i>Sr. Administrative Officer</i></p>	<p>15600-39100</p>	<p>6600</p>	<p>L-11 (67700-208700)</p>	<p><i>Graduate from a recognized University</i></p> <p>-----</p> <p><i>15 years experience, out of which at least 5 years of administration in supervisory capacity in establishment work, preparation of agenda for meetings, legal cases and other related procedures. Computer proficiency essential.</i></p>
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<p>12000-16500</p>	<p>New Scale</p>	<p><i>Controller of Administration</i></p>	<p>15600-39100</p>	<p>7600</p>	<p>L-12 (78800-209200)</p>	<p>Promotion Scale</p>
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PERSONAL STAFF

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Stenographer 4000-6000	Graduate with shorthand speed 100 wpm, computer typing 40 wpm ----- 3 years experience, proficiency in computer operation and knowledge of internet, Ms office essential.	<i>Personal Assistant</i>	5200- 20200	2400	L-4 (25500-81100)	<i>Graduate with shorthand speed 100 wpm, computer typing 40 wpm ----- 3 years experience, proficiency in computer operation and knowledge of internet, Ms office essential. Desirable: Computer typing proficiency in Punjabi.</i>

<p>Personal Assistant</p> <p>5500-9000 & 6500-10500</p>	<p>Graduate with shorthand speed 100 wpm, computer typing 40 wpm</p> <p>-----</p> <p>5 Years experience, proficiency in computer operation and knowledge of internet, Ms Office essential.</p>	<p><i>Private Secretary</i></p>	<p>9300-34800</p>	<p>4200</p>	<p>L-6 (35400-112400)</p>	<p><i>Graduate with shorthand speed 100 wpm, computer typing 40 wpm</i></p> <p>(No Change)</p> <p>-----</p> <p><i>7 years relevant experience, proficiency in computer operation and knowledge of internet, Ms office essential. Desirable: Computer typing proficiency in Punjabi.</i></p>
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<p>Private Secretary</p> <p>7450-11500</p>	<p>Graduate with shorthand speed 120 wpm, typing 40 wpm</p> <p>-----</p> <p>10 years relevant experience,</p>	<p><i>Principal Private Secretary</i></p>	<p>9300-34800</p>	<p>4600</p>	<p>L-7 (44900-142400)</p>	<p><i>Graduate with shorthand speed 120 wpm, typing 40 wpm</i></p> <p>-----</p> <p><i>10 years relevant experience,</i></p>
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	proficiency in computer operation and knowledge of internet, Ms office essential.					<i>proficiency in computer operation and knowledge of internet, Ms office essential. Desirable: Computer typing proficiency in Punjabi.</i>
8000-13500	New Scale	<i>Administrative Officer</i>	<i>15600-39100</i>	<i>5400</i>	<i>L-9 (53100-167500)</i>	Promotion Scale
Driver 3200-4900	10th pass with valid heavy vehicle driving license. ----- 5 years experience in driving with good record of performance and should have proper knowledge of	Driver	<i>5200-20200</i>	<i>2000</i>	<i>L-3 (21700-69100)</i>	<i>10th pass with valid heavy vehicle driving license.</i> ----- <i>5 years experience in driving with good record of performance and should have proper knowledge of the engine</i>

	the engine and the accessories of the vehicles, capable of undertaking minor repairs					<i>and the accessories of the vehicles, capable of undertaking minor repairs</i> (No Change)
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<i>4000-6000</i>	New Scale	<i>Driver-cum-Mechanic</i>	<i>5200-20200</i>	<i>2400</i>	L-4 (25500-81100)	Promotion Scale
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<i>4500-7000</i>	New Scale	<i>Driver-cum-Sr. Mechanic</i>	<i>5200-20200</i>	<i>2800</i>	L-5 (29200-92300)	Promotion Scale
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ACCOUNTS SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Data Entry Operator / Clerk 3050-4590	10+2 from a recognized board/university, English typing speed 30 w.p.m. ----- 1 year experience. Working knowledge of computer is essential.	<i>Office Executive (Accounts)</i>	5200- 20200	1900	L-2 (19900-63200)	<i>Graduate in Commerce from a recognized Board / University computer Typing Speed in English & Punjabi : 30 WPM & 20 WPM respectively (wherever necessary)</i> ----- <i>Graduate with 2 Years relevant experience. Working knowledge of Computer is essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be preferred.</i>

<p>Office Executive (Gr. II)</p> <p>4000-6000</p>	<p>Graduate in Commerce from a recognized university</p> <p>-----</p> <p>3 years experience preferably in Government/PSU's/Autonomous Bodies. Working knowledge of computer accounting System is essential.</p>	<p><i>Sr. Office Executive (Accounts)</i></p>	<p>5200-20200</p>	<p>2400</p>	<p>L-4 (25500-81100)</p>	<p><i>Graduate in Commerce from a recognized University computer Typing Speed in English & Punjabi : 30 WPM & 20 WPM respectively (wherever necessary)</i></p> <p>(No Change)</p> <p>-----</p> <p><i>6 years relevant experience preferably in Government/PSU's/Autonomous Bodies. Working knowledge of computer accounting System is essential.</i></p>
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<p>(Accounts Assistant)</p> <p>Office Executive (Gr. I)</p>	<p>Graduate in Commerce</p> <p>-----</p>	<p><i>Asst. Manager (F & A)</i></p>	<p>9300-34800</p>	<p>4200</p>	<p>L-6 (35400-112400)</p>	<p><i>Graduate in Commerce from a recognized University.</i></p> <p><i>or</i></p> <p><i>CA (Inter) or 1st class M.Com</i></p>
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5500-9000	5 years experience preferably in Government/PSU's/Autonomous Bodies. Working knowledge of computer accounting System is essential.					<i>degree or SAS. Working knowledge of computerized accounting System is essential.</i> ----- <i>10 years relevant experience for graduate or 8 years for M.Com/SAS/CA (Inter),</i>
Asst. Manager (Accounts) 7450-11500	MBA (Finance) or CA (Inter) or 1st class M.Com degree or SAS. Working knowledge of computerized accounting System is essential. ----- 2 years for MBA / CA (Inter) or 8 years for M.Com/SAS	<i>Dy. Manager (F & A)</i>	9300-34800	4600	L-7 (44900-142400)	Promotion Scale
8000-13500	New Scale	<i>Manager (F & A)</i>	15600-39100	5400	L-10 (56100-177500)	<i>MBA (Finance), Post Graduate in Commerce (M.Com.) from a recognized University OR CA</i>

						<p>-----</p> <p><i>3 years for MBA (Finance), 10 years for M. Com 2 years relevant experience for CA preferably in Govt. / Semi Govt. / Autonomous Body or reputed company having a minimum turn over of Rs.3 crores. Knowledge of Govt. rules & regulations, Income Tax, other related laws & procedures and working knowledge of computers is essential. Desirable: Persons with SAS qualification and experience in Govt. establishments will be preferred</i></p>
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<p>Manager (Finance & Accounts)</p> <p>10000-15200</p>	<p>Post Graduate in Commerce from a recognized University OR CA</p> <p>-----</p> <p>10 years for M. Com, CA with 3</p>	<p><i>Sr. Manager (F & A)</i></p>	<p><i>15600-39100</i></p>	<p><i>6600</i></p>	<p>L-11 (67700-208700)</p>	<p><i>MBA (Finance), Post Graduate in Commerce (M.Com) from a recognized University OR CA</i></p> <p>-----</p> <p><i>5 years for MBA (Finance) or</i></p>
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	<p>years experience preferably in Govt. / Semi Govt. / Autonomous Body or reputed company having a minimum turn over of Rs.5.00 crores. Knowledge of Govt. rules & regulations, Income Tax, other related laws & procedures and working knowledge of computers is essential. Desirable: Persons with SAS qualification and experience in Govt. establishments will be preferred</p>					<p><i>12 years for M. Com, 4 years relevant experience for CA preferably in Govt. / Semi Govt. / Autonomous Body or reputed company having a minimum turn over of Rs.5 crores. Knowledge of Govt. rules & regulations, Income Tax, other related laws & procedures and working knowledge of computers is essential. Desirable: Persons with SAS qualification and experience in Govt. establishments will be preferred</i></p>
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12000-16500	New Scale	<i>Controller of Finance</i>	15600-39100	7600	L-12 (78800-209200)	Promotion Scale
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PURCHASE / STORES SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
3050-4590	New Scale	<i>Office Executive (Stores)</i>	5200- 20200	1900	L-2 (19900-63200)	<p><i>Graduate from recognized Board/University Computer Typing Speed in English & Punjabi : 30 WPM & 20 WPM (wherever necessary)</i></p> <p>-----</p> <p><i>Graduate with 2 Years relevant experience in material procurement, inventory management and imports. Working knowledge of Computer is essential. Persons having experience in Govt. / Semi Govt., Autonomous Body will be</i></p>

						<i>preferred.</i>
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Office Executive (Gr. II)/ Stores Assistant 4000-6000	Graduate from a recognized University ----- 3 years clerical experience in material procurement, inventory management & imports preferably in Government / PSU's / Autonomous Bodies, working knowledge of computers essential	<i>Sr. Office Executive (Stores)</i>	5200-20200	2400	L-4 (25500-81100)	<i>Graduate from a recognized University</i> (No Change) ----- <i>6 years relevant experience in material procurement, inventory management, and imports. Working knowledge of computers is essential. Persons having experience in Government / Semi Government / Autonomous body will be preferred</i>
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Purchase Officer (Manager Supplies) /	Graduate from a recognized University	<i>Purchase Officer</i>	9300-34800	4200	L-6 (35400-112400)	<i>Graduate from a recognized</i>
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<p>Stores Officer 6500-10500</p>	<p>----- 10 years experience, out of which at least 5 years at the level of Assistant. Persons with experience in purchase of material, inventory management and import of goods will be preferred. Working knowledge of computer is essential. Graduate from a recognized University -----</p>					<p><i>University</i></p> <p style="text-align: center;">(No Change)</p> <p style="text-align: center;">-----</p> <p><i>10 years relevant experience in purchase of material, inventory management and import of goods. Working knowledge of computer is essential.</i></p>
<p>Office Executive (Purchase) Gr. I 5500-9000</p>	<p>----- 5 years clerical experience in material procurement, inventory management & imports preferably in Government / PSU's / Autonomous Bodies, Working knowledge of computers essential.</p>					

ESTATE SERVICES SECTION

Designation / Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
Asstt. Estate Officer 5500-9000	B.A/B.Sc./Diploma in Engineering ----- 5 years experience in Management of Estate including security, house keeping, Fire Fighting, Food Services and all other activities relating to contractual services. Ex- defence service commissioned officers will be preferred.	<i>Asstt. Estate Officer</i>	9300- 34800	4200	L-6 (35400-112400)	<i>B.A/B.Sc./Diploma in Engineering</i> ----- <i>5 years experience in Management of Estate including security, housekeeping, Fire Fighting, Food Services and all other activities relating to contractual services. Ex-defence service commissioned officers will be preferred.</i> (No Change)

7450-11500	New Scale	<i>Dy. Estate Officer</i>	9300-34800	4600	L-7 (44900-142400)	Promotion Scale
Manager (Estates & Contracts) (Estate Officer) 8000-13500	B.A/B.Sc./Diploma in Engineering ----- 10 years experience in Management of Estate including security, house keeping, Fire Fighting, Food Services and all other activities relating to contractual services. Ex-defence service commissioned officers will be preferred.	<i>Estate Officer</i>	15600-39100	5400	L-10 (56100-177500)	<i>B.A/B.Sc./Diploma in Engineering</i> ----- 15 years experience in Management of Estate including security, housekeeping, Fire Fighting, Food Services and all other activities relating to contractual services. Ex-defence service commissioned officers will be preferred.

ENGINEERING SECTION

Designation /Pre-revised (5 th CPC)	Pre-revised Qualification & Experience	Proposed Revised Designation	Pre-revised Pay (6 th CPC)		Revised Pay (7 th CPC)	Revised Qualification & Experience
			Pay Band	Grade pay		
4000-6000	New Scale	<i>Quantity Surveyor</i>	5200- 20200	2400	L-4 (25500-81100)	<i>Certificate in draftsmanship from a recognized institution</i> ----- <i>10 years experience as Divisional Head Draftsman or Circle Head Draftsman in Govt. / Semi Govt. organization</i>
Quantity Surveyor 5500-9000	Certificate in draftsmanship from a recognized institution ----- 10 years experience as Divisional	<i>Sr. Quantity Surveyor</i>	9300- 34800	4200	L-6 (35400-112400)	<i>Certificate in draftsmanship from a recognized institution</i> (No Change)

	Head Draftsman or Circle Head Draftsman in Govt. / Semi Govt. organization					----- 15 years experience as Divisional Head Draftsman or Circle Head Draftsman in Govt. / Semi Govt. organization
4000-6000	New Scale	<i>Junior Engineer</i>	5200-20200	2400	L-4 (25500-81100)	3 years Diploma in Civil Engineering ----- 4 years related experience

Jr. Engineer 6500-10500	3 years Diploma in Civil Engineering ----- 7 years related experience	<i>Asstt. Engineer</i>	9300-34800	4200	L-6 (35400-112400)	3 years Diploma in Civil Engineering (No Change) ----- 8 years related experience
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7450-11500	New Scale	<i>Dy. Engineer</i>	9300-34800	4600	L-7 (44900-142400)	3 years Diploma in Civil Engineering ----- 10 years related experience
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Asstt. Engineer 8000-13500	BE or 3 years Diploma in Engineering ----- 2 years for BE, or 10 years related experience for diploma holders.	<i>Asstt. Executive Engineer</i>	15600-39100	5400	L-10 (56100-177500)	BE or 3 years Diploma in Engineering (No Change) ----- 2 years for BE, or 12 years relevant experience for diploma holders.
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Executive Engineer 10000-15200	Graduate in Engineering ----- 5 years relevant experience	<i>Executive Engineer</i>	15600-39100	6600	L-11 (67700-208700)	<i>Graduate in Engineering</i> ----- <i>5 years relevant experience</i> (No Change)
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Supdt. Engineer 12000-16500	Graduate in Engineering ----- 10 years relevant experience	<i>Supdt. Engineer</i>	15600-39100	7600	L-12 (78800-209200)	<i>Graduate in Engineering</i> ----- <i>10 years relevant experience</i>
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							(No Change)
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NOTE:

1. Anyone of the above posts may be filled up on fixed remuneration not exceeding total emoluments in the scale or in the lower scale as per requirement of PGSC.
2. DG, PGSC may alter/Change/Stipulate any of the qualification and experience as per the need of the post / PGSC.
3. DG, PGSC may on special circumstances, relax the qualification / experience requirements of a particular post for candidates otherwise considered suitable for the job.
4. DG, PGSC may redesignate the posts in the relevant pay scales as per requirements of the PGSC (Governing Body decision as per item No. 11.6 held on 24.05.2004)
5. Qualifications given against posts are only broad in nature. Specific qualifications would be advertised depending upon the requirement of the job and field of specialization required for a particular gallery/assignment.
6. Additional experience requirements in the required field of activity can be added depending upon the requirement of the job.

2 Annexure I

Posts sanctioned in Punjab pay scales and converted into Central pay scales

Name of the post	Sanctioned Punjab Scale	Central Pay Scale	Remarks
Messenger	2520-4140 (with initial start of 2620)	2610-3540	The posts have been filled in Punjab pay scale and allowed basic pay of Rs.2520 against sanctioned start of Rs.2620. Therefore, no substantial financial liability involved allowing Central Scale of Rs.2610-3540.
Peon	2520-4140 (with initial start of 2620)	2610-3540	The posts have been filled in Punjab pay scale and allowed basic pay of Rs.2520 against sanctioned start of Rs.2620. Therefore, no substantial financial liability involved allowing Central Scale of Rs.2610-3540.
Data Entry Operator	3120-5160	3050-4590	No substantial financial liability involved allowing lower Central Scale of 3050-4590.
Driver	3330-6200	3200-4900	The post has been filled in Central scale of 3200-4900. No substantial financial liability involved.
Draftsman	4020-6200	4000-6000	The post has been filled in Central scale of 4000-6000. No substantial financial liability involved.
Technical Assistant	4550-7220	4000-6000	Appointed Technician in Central Scale of 4000-6000. No substantial financial liability involved.
Office Assistant	5800-9200	5500-9000	Appointed Office Assistant in Central Scale of 5500-9000. No substantial financial liability involved.
Accounts Assistant	5800-9200	5500-9000	Appointed Accounts Assistant in Central Scale of 5500-9000. No substantial financial liability involved.

Stenographer	5800-9200	4000-6000	Appointed Steno in Central Scale of 4000-6000. No substantial financial liability involved.
Horticulture Assistant (SDE)	6400-10640	6500-10500	The person was working on deputation in his existing Punjab pay scale of 5800-9200. No substantial financial liability involved.
Personal Assistant	6400-10640	5500-9000	No substantial financial liability involved allowing lower Central scale.
Assistant Engineer	7220-11660	8000-13500	Some posts of AE have been sanctioned in Central scale of 8000-13500. Therefore, uniformly this scale has been converted into 8000-13500
Curator	7220-11660	8000-13500	Some posts of Curator have been sanctioned in Central scale of 8000-13500. Therefore, uniformly this scale has been converted into 8000-13500
Private Secretary	7220-11660	6500-10500	To keep the uniformity in the pay scales, this scale has been converted into Central scale of 6500-10500. No substantial financial liability involved.

PUSHPA GUJRAL SCIENCE CITY (PGSC)**PROMOTION POLICY FOR THE STAFF OF PGSC-2010****Preamble**

This Promotion Policy relates to the promotion of officers and staff of PGSC, covering Group A Scientific & Technical (S&T) Officers, S&T Staff below Group A and non S&T officers/staff formulated as follows:

1. **Short Title & Enactment:** The Policy shall be called “Promotion Policy for the Staff of PGSC-2010”.
2. **Applicability and Scope of the Policy:** The Policy will govern promotion of Group A Scientific & Technical (S&T) Officers, S&T Staff below Group A and non S&T officers/staff in PGSC.
3. **Effective Date:** This Policy would come into force from the date on which PGSC Governing Body accords approval to the Policy.
4. **Person Oriented Promotion:** The person promoted at all levels will have a “Person Oriented Promotion Scheme. He / she will hold the higher post till he / she continues in the services of PGSC against the sanctioned lower post against which he / she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
5. **Rationale of the Scheme:** The scheme aims to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues and facilitate competent employees of PGSC with proven merit record to their further career progression. Under the Scheme, non S&T officers / staff who have demonstrated superior performance and are efficient, on completion of the specified residency period in any particular cadre, shall be assessed and promotion to the next grade permitted. The scheme facilitates career advancement based on proven merit during the services of the concerned staff with PGSC.

The basic purpose of the scheme is to recognize merit and reward persons with initiative and drive, particularly in relation to their contribution towards fulfillment of the objectives of the PGSC.

6. **Higher Responsibility:** The Scheme envisages not merely placement in the higher pay scale / grant of financial benefits (through change of grade) to the employee concerned on personal basis but shall also make it mandatory on the part of the employee to shoulder enhanced / additional functional responsibilities, without requiring any creation of new posts for this purpose.

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7. **Assessment Year:** The assessment years for reckoning the Policy would be the financial year i.e. 1st April to 31st March.
 8. **Promotion Cycles:** The eligible cases for promotion will be considered twice in a year. Once in April for periods from October of the previous year to March of the current year and in second time in October for the period April to September of the current year.
 9. **For purpose of the Promotion Policy, the following definitions will apply:**
 - 9.1 **Screening Committee:** Screening Committee means, a committee constituted by the Appointing Authority to evaluate the Annual Confidential Reports (ACRs) for assessing the eligibility of the candidates for promotion as per the approved Promotion Policy.
 - 9.2 **Departmental Promotion Committee (DPC):** Departmental Promotion Committee (DPC) means, a committee constituted by the Appointing Authority to assess the candidates for promotion through test / interview / ACRs evaluation as prescribed in the Promotion Policy and recommend eligible candidates for promotion.
 10. **Constitution of Screening / Departmental Promotion Committee:** These Committees will be constituted in accordance with the approval of the Governing Body vide Item No. GB 19.7 in its 19th Meeting, held on 12.06.2007 relating to constitution of Screening Committee and Selection Committee. For Promotion Policy, the 'Departmental Promotion Committee' shall mean the 'Selection Committee'.
 11. **Methods of Performance Assessment:** Performance and contributions of all members of the PGSC would be appraised with respect to productivity linked performance evaluation as reflected in the annual confidential reports and interview by the Departmental Promotion Committee. A written / trade test shall also be conducted for certain category of staff, if required.
 12. **Change Process:** The Governing Body in consultation with the Staff Rules Committee would review the Performance System and Promotion Policy at periodic intervals and would initiate corrective interventions as and when deemed fit.
 13. **Time Tables:** The Promotion Policy does not envisage retrospective promotions. However, to avoid hardships to members due to system and institutional delays, the process of promotions would be started 90 days before the normal dates of Promotions i.e. January 1st and July 1st. The administration would publish a calendar of events to accomplish the process of promotions in 90 days.
 14. **Date of Assessment:** Promotions shall normally be effected from a fixed date i.e. 1st April and 1st October each year.
 15. **Re-assessment for Promotion:** If an employee is not recommended for consideration under the Scheme by the Departmental Promotion Committee, he shall be considered for a re-assessment under the Scheme after a gap of one year only. There would be no relaxation in norms for the re-assessment.
 16. **In-situ promotion to create higher grades:** The in-situ promotion in all categories will automatically create the higher grades for giving effect to the approved promotions but when the incumbent leaves the organization, the post will be filled up at the level the employee was originally recruited or at the level from where he has been earning in-situ

promotions. Employees given promotion in situ will continue to be borne on the seniority list of lower cadre / post.

17. **Annual Confidential Report Rating Scale & Screening:** The employees who qualify the minimum residency period to be considered for promotion based on number of years will be first screened on the basis of grading in the Annual Confidential Reports (ACRs). For consideration for promotion, the ACRs shall be assessed on a 10 point scale as follows:

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervisio.	6
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

Only those employees who satisfy the minimum residency period and a minimum score based on ACRs for the assessment period as a whole shall be screened in and considered for promotion.

18. **Reckoning of length of service:** For calculating the length of service in PGSC, nine months of regular and continuous service in the grade rendered by the officer would be taken as a completed year for consideration for promotion to the next higher grade.
19. **Retrospective promotion when not admissible:** Officers who go on study leave, scholarship and extraordinary leave are not eligible for promotion from retrospective date.

As a general rule, retrospective promotion will not be considered. However, if the promotion is delayed due to reasons not attributable to employee directly and if the candidate is recommended for promotion, the promotion shall be effective retrospectively from the date on which he became eligible.

20. **Promotion of Officers on Deputation abroad on Training – Benefit of retrospectives promotion:** Officer who are on deputation abroad on training at the time of their normal review will be considered on the following basis:

On return from abroad a duly constituted (if necessary specially constituted for this purpose) Departmental Promotion Committee will interview the candidate, if the officer has already been recommended for such interview by the Screening Committee (on the basis of ACRs). The Departmental Promotion Committee may if it deems fit recommend promotion from a retrospective date, not exceeding six months and in any case not earlier than the due date for review.

21. **Counting of leave etc. for minimum residency period:** The period of study leave / any other leave taken for improving the academic / technical / scientific accomplishments, shall not count towards the minimum residency period necessarily required to be put in the lower grade for promotion to the next higher grade.
22. **Outstanding performance and relaxation thereto:** Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in the entire career of a staff member.
23. **Acquisition of additional qualifications:** Acquisition of additional qualifications while in service will not make any employee ipso-facto eligible to be placed in a higher grade. However, employees acquiring additional qualifications during the service shall be given due weightage at the time of consideration of their case for promotion under the scheme.
24. **Pay Fixation on Promotion:** Upon promotion, the pay fixation will be done as per normal rules i.e. one notional increment in the feeder grade and fixation in the promoted grade as on the date of promotion.

**PROMOTION POLICY FOR
SCIENTIFIC & TECHNICAL GROUP 'A' OFFICERS**

1. Residency Period

All the posts covered under the Promotion Scheme of PGSC shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Old Pay Scales (5 th CPC)	Pay Band	Grade Pay	(7 th CPC)	Minimum Residency period linked to performance
		(6 th CPC)			
Scientific Officer / Scientist-B	8000-13500	15600-39100	5400	L-10 (56100-177500)	5 years
Sr. Scientific Officer / Scientist-C	10000-15200	15600-39100	6600	L-11 (67700-208700)	5 years
Principal Scientific Officer/ Scientist-D	12000-16500	15600-39100	7600	L-12 (78800-209200)	5 years
Dy. Director / Scientist-E	14300-18300	37400-67000	8700	L-13 (123100-215900)	5 years
Director (Grade II)/ Scientist-F	16400-20000	37400-67000	8900	L-13A (13100-216600)	6 years
Director (Grade I)/ Scientist-G	18400-22400	37400-67000	10000	L-14 (144200-218200)	

2. Criteria for Promotions

2.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point –scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervision	6
B-	Insufficient initiative and capacity for	5

	Work without constant supervision	
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

- 2.2 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Scientific Officer / Scientist-B	50
Sr. Scientific Officer / Scientist-C	50
Principal Scientific Officer/ Scientist-D	50
Dy. Director / Scientist-E	50
Director (Grade II)/ Scientist-F	60
Director (Grade I)/ Scientist-G	

- 2.3 Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.
- 2.4 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

3. Procedure for Assessment for Promotions

- 3.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 3.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade			
	5	6	7	8
	Minimum % marks in the interview for promotion			
Scientific Officer / Scientist-B	90%	80%	75%	70%
Sr. Scientific Officer /Scientist-C	90%	80%	75%	70%
Principal Scientific Officer/ Scientist-D	90%	80%	75%	70%
Dy. Director / Scientist-E	90%	80%	75%	70%

Director (Grade II)/ Scientist-F		90%	80%	75%
Director (Grade I)/ Scientist-G	Through Promotion / Open Selection			

- 3.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 3.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 3.5 There will not be any age limit for a staff member for consideration for promotion.
- 3.6 An officer will be given 2 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 2 chances, he / she will be eligible for promotion under the Assured Career Progression (ACP) Scheme only. Normal promotion under ACP scheme approved by the Government of India is after a period of 10 years.

**PROMOTION POLICY FOR
SCIENTIFIC & TECHNICAL STAFF (BELOW GROUP 'A')**

1. The Member Support Staff (below Group A S&T) shall have a 'person oriented' promotion policy on the basis of the merit of the candidates as adjudged from the annual performance reports, productivity linked performance and trade test / interview. The persons promoted will hold the higher post till he / she continue in the services of PGSC against the sanctioned lower post against which he /she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. They will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
 - 1.1 In-situ promotions shall be available up to the scale of pay (Rs. 7450-11500 PB 9300-34800 + GP 4600) i.e. promotion from the grade Rs. 7450-11500 (PB 9300-34800 + GP 4600) (**7th CPC L-7 44900-142400**) to Rs. 8000-275-13500 (PB 15600-39100 + GP 5400) (**7th CPC L-10 56100-177500**) to S&T staff below group A with trade certificate qualifications.
 - 1.2 For those with Diploma / B.Sc. qualifications, the in-situ promotions shall be available up to the scale of pay of Rs.10000-325-15200 (PB 15600-39100 + GP 6600) i.e. promotion from the grade Rs. 10000-325-15200 (PB 15600-39100 + GP 6600) (**7th CPC L-11 67700-208700**) to Rs. 12000-375-16500 (PB 15600-39100 + GP 7600) (**7th CPC L-12 78800-209200**).

2. Residency Period

The minimum residency period in a particular scale of pay linked to the performance level for promotions under 'person oriented' promotion policy shall be as given below:

2.1 Staff with Trade Certificate qualifications (Tradesman / Draughtsman)

Designation	Old Pay Scales 5 th CPC	Pre-revised Scale 6 th CPC		Revised Scale 7 th CPC	Minimum Residency period linked to performance
		Pay Band	Grade Pay		
Helper (Electrical)	2610-3540	4440-7440	1400		5 years
Technician	2650-4000	5200-20200	1800	L-1 (18000-56900)	5 years
Jr. Technical Assistant Draftsman	3050-4590	5200-20200	1900	L-2 (19900-63200)	5 years
Technical Assistant Sr. Draftsman	4000-6000	5200-20200	2400	L-4 (25500-81100)	5 years
Sr. Technical	4500-7000	5200-20200	2800	L-5	5 years

Assistant				(29200-92300)	
Assistant Engineer	5000-8000	9300-34800	4200	L-6 (35400-112400)	5 years
Dy. Engineer	7450-11500	9300-34800	4600	L-7 (44900-142400)	5 years
Manager (Maintenance Services)	8000-13500	15600-39100	5400	L-10 (56100-177500)	

[Amendment approved by the Governing Body in its 38th Meeting held on 11.05.2015, vide Item No. 38.14 (B) (a)]

2.2 Staff with Diploma / B.Sc. qualifications

Designation	Old pay Scales (5 th CPC)	Pre-revised Scale (6 th CPC)		Revised Scale 7 th CPC	Minimum Residency period linked to performance
		Pay Band	Grade Pay		
Jr. Technical Assistant Jr. Scientific Assistant Artist Network Assistant	3050-4590	5200-20200	1900	L-2 (19900-63200)	5 years
Scientific Assistant Technical Assistant Graphic Designer / Sr. Artist Network Administrator	4000-6000	5200-20200	2400	L-4 (25500-81100)	5 years
Sr. Technical Assistant Sr. Scientific Assistant Sr. Network Administrator	4500-7000	5200-20200	2800	L-5 (29200-92300)	5 years
Assistant Engineer Asstt. Engineer (Maintenance Services) Assistant Technical Officer Sr. Graphic Designer Asstt. Scientific Officer (Computers)	5000-8000	9300-34800	4200	L-6 (35400-112400)	5 years
Dy. Engineer Dy. Scientific Officer	7450-11500	9300-34800	4600	L-7 (44900-142400)	5 years

Dy. Technical Officer Dy. Scientific Officer (Computers) Dy. Visualiser (Exhibition Officer) Dy. Manager (Maintenance Services)					
Manager (Maintenance Services) Scientific Officer Scientific Officer/Scientist-B (Computers) Technical Officer Visualiser (Exhibition Officer)	8000- 13500	15600- 39100	5400	L-10 (56100-177500)	5 years
Sr. Manager Sr. Manager (Maintenance) Chief Visualiser (Sr. Exhibition Officer) Sr. Scientific Officer/ Scientist-C (Computers) Sr. Technical Officer	10000- 15200	15600- 39100	6600	L-11 (67700-208700)	
Principal Manager (Maintenance) Principal Scientific Officer Principal Technical Officer Principal Scientific Officer/ Scientist-D (Computers) Principal Exhibition Officer	12000- 16500	15600- 39100	7600	L-12 (78800-209200)	

3. Annual Confidential Report

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special	6

	ability or initiative Work without constant supervision	
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

4. Criteria for Promotion

All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in:

Designation	Minimum Credits in the ACRs for eligibility
Jr. Technical Assistant Jr. Scientific Assistant Artist Network Assistant Draftsman	50
Scientific Assistant Technical Assistant Graphic Designer / Sr. Artist Network Administrator Sr. Draftsman	50
Sr. Technical Assistant Sr. Scientific Assistant Sr. Network Administrator	50

Assistant Engineer Asstt. Engineer (Maintenance Services) Assistant Technical Officer Sr. Graphic Designer Asstt. Scientific Officer (Computers)	50
Dy. Engineer Dy. Scientific Officer Dy. Technical Officer Dy. Scientific Officer (Computers) Dy. Visualiser (Exhibition Officer) Dy. Manager (Maintenance Services)	50
Manager (Maintenance Services) Scientific Officer Scientific Officer/Scientist-B (Computers) Technical Officer Visualiser (Exhibition Officer)	50
Sr. Manager Sr. Manager (Maintenance) Chief Visualiser (Sr. Exhibition Officer) Sr. Scientific Officer/ Scientist-C (Computers) Sr. Technical Officer	50
Principal Manager (Maintenance) Principal Scientific Officer	

Principal Technical Officer	
Principal Scientific Officer/ Scientist-D (Computers)	
Principal Exhibition Officer	

- 4.1 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

5. Procedure for Assessment for Promotions

- 5.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 5.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage in the interview for going from one scale to the next higher scale as per the following table :-

Number of the years in the grade			
5	6	7	8
Minimum % marks in the interview for promotion			
90%	80%	75%	70%

- 5.3 Wherever, it is considered necessary by the Appointing Authority to conduct a written / trade / computer test, the same shall be conducted and the manner of assessment in such cases shall be as follows :
- Productivity linked performance evaluation as reflected in the Annual Confidential Reports - 30 %
 - Marks secured in written / trade / computer test - 30 %
 - Interview by the Assessment Committee - 40 %
- 5.4 The qualifying marks for promotion will be 70 marks (70%).
- 5.5 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for selection by direct recruitment.

- 5.6 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 5.7 There will not be any age limit for a staff member for consideration for promotion.

6. Group 'D' staff

Designation	Pay Band 6 th CPC	Grade Pay	7 th CPC	Minimum number of years for promotion
Office Service Attendant	5200-20200	1800	L-1 (18000-56900)	10 **
Office Service Attendant (GR-III)	5200-20200	1900	L-2 (19900-63200)	10
Office Service Attendant (GR-II)	5200-20200	2000	L-3 (21700-69100)	10
Office Service Attendant (GR-I)	5200-20200	2400	L-4 (25500-81100)	

** For promotion of Group 'D' staff into the Grade pay of Rs.1900, the Computer typing speed with 30 words per minute (in English) and computer proficiency is essential.

The promotion of GROUP 'D' staff will entirely depend upon the number of years mentioned above, provided the ACRs do not carry any adverse remarks at more than one occasion.

7. Promotion Scheme for Drivers

Designation	Pay Scale	Pay band	Revised Pay (7 th CPC)	Minimum number of years for Promotion
	(6 th CPC)			
Driver	5200- 20200	2000	L-3 (21700-69100)	10
Driver-cum-Mechanic	5200- 20200	2400	L-4 (25500-81100)	10
Driver-cum-Sr. Mechanic	5200- 20200	2800	L-5 (29200-92300)	

**PROMOTION POLICY FOR
EDUCATIONAL STAFF**

1. The Educational Staff Members shall have a 'person oriented' promotion policy on the basis of the merit of the candidates as adjudged from the Annual Confidential Reports, trade test, and interview. The person promoted will hold the higher post till he / she continues in the services of PGSC against the sanctioned lower post against which he /she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. They will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
- 1.2 The in-situ promotions shall be available to Educational staff up to the scale of pay of Rs.10000-325-15200 (PB 15600-39100 + GP 6600) i.e. promotion from the grade Rs. 10000-325-15200 (PB 15600-39100 + GP 6600) (**7th CPC L-11 67700-208700**) to Rs. 12000-375-16500 (PB 15600-39100 + GP 7600) (**7th CPC L-12 7880209200**).

2. Residency Period

The minimum residency period in a particular scale of pay linked to the performance level for promotions under 'person oriented' promotion policy shall be as given below:

2.1 Staff with B.Sc. , B.Ed. Qualifications

Designation	Old pay Scales	Pre-revised Scale (6 th CPC)		Revised Scale (7 th CPC)	Minimum Residency period linked to performance
		Pay band	Grade Pay		
Education Assistant	4000-6000	5200-20200	2400	L-4 (25500-81100)	5 years
Assistant Education Officer	5000-8000	9300-34800	4200	L-6 (35400-112400)	5 years
Dy. Education Officer	7450-11500	9300-34800	4600	L-7 (44900-142400)	5 years
Education Officer	8000-13500	15600-39100	5400	L-10 (56100-167800)	5 years
Sr. Education Officer (Selection GR II)	10000-15200	15600-39100	6600	L-11 (67700-208700)	5 years
Principal Education Officer (Selection GR I)	12000-16500	15600-39100	7600	L-12 (78800-209200)	

3. ANNUAL CONFIDENTIAL REPORT

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervision	6
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

4. Criteria for Promotion

- 4.1 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in:

Category of Staff	Minimum Credits in the ACRs for eligibility
Education Assistant	50
Assistant Education Officer	50
Dy. Education Officer	50
Education Officer	50
Sr. Education Officer (Selection GR II)	50
Principal Education Officer (Selection GR I)	

- 4.2 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

5 Procedure for Assessment for Promotions

- 5.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 5.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage in the interview for going from one scale to the next higher scale as per the following table :-

Number of the years in the grade			
5	6	7	8
Minimum % marks in the interview for promotion			
90%	80%	75%	70%

- 5.3 Wherever, it is considered necessary by the Appointing Authority to conduct a written / trade / computer test, the same shall be conducted and the manner of assessment in such cases shall be as follows :
- Productivity linked performance evaluation as reflected in the Annual Confidential Reports - 30 %
 - Marks secured in written / trade / computer test - 30 %
 - Interview by the Assessment Committee - 40 %
- 5.4 The qualifying marks for promotion will be 70 marks (70%).
- 5.5 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for selections by direct recruitment.
- 5.6 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 5.7 There will not be any age limit for a staff member for consideration for promotion.

**PROMOTION POLICY FOR
MARKETING & PUBLIC RELATIONS STAFF**

1. The Staff Members engaged in Marketing and Public Relations shall have a 'person oriented' promotion policy on the basis of the merit of the candidates as adjudged from the annual performance reports, productivity linked performance and trade test / interview. The persons promoted will hold the higher post till he / she continue in the services of PGSC against the sanctioned lower post against which he /she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. They will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
 - 1.1 The in-situ promotions shall be available to Marketing staff up to the scale of pay of Rs. 12000-375-16500 (PB 15600-39100 + GP 7600) (i.e. promotion from the grade Rs. 12000-375-16500 (PB 15600-39100 + GP 7600) (**7th CPC L-12 78800-209200**) to Rs. 14300-18300 (37400-67000 + GP 8700) (**7th CPC L-13 123100-215900**). This shall be applicable to only those persons who have atleast B.Tech. / B.Sc. & MBA / Mass Communication degree.
 - 1.2 Persons with MBA / Mass Communication Degree without B.Sc. degree will go only upto the scale of Rs. 12000-16500 (PB 15600-39100 + GP 7600) (**7th CPC L-12 78800-209200**).

2 Residency Period

The minimum residency period in a particular scale of pay linked to the performance level for promotions under 'person oriented' promotion policy shall be as given below:

Designation	Old pay Scales	Pre-revised Scale (6 th CPC)		Revised Scale (7 th CPC)	Minimum Residency period linked to performance
		Pay band	Grade Pay		
Information Assistant	3050-4590	5200-20200	1900	L-2 (19900-63200)	5 years
Sr. Information Assistant	4000-6000	5200-20200	2400	L-4 (25500-81100)	5 years
Assistant Manager (Marketing & PR)	5500-9000	9300-34800	4200	L-6 (35400-112400)	5 years
Dy. Manager (Mktg. & PR)	7450-11500	9300-34800	4600	L-7 (44900-142400)	5 years
Manager(Mktg & PR)	8000-13500	15600-39100	5400	L-10 (56100-177500)	5 years
Sr. Manager (Mktg.	10000-15200	15600-	6600	L-11	5years

& PR)		39100		(67700-208700)	
Dy. General Manager (Mktg. & PR)	12000-16500	15600-39100	7600	L-12 (78800-209200)	5 years
General Manager (Mktg.& PR)	14300-18300	37400-67000	8700	L-13 (123100-215900)	

2. Annual Confidential Report

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervision	6
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

4. Criteria for Promotion

- 4.1 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in:

Category of Staff	Minimum Credits in the ACRs for eligibility
Information Assistant	50
Sr. Information Assistant	50
Assistant Manager (Marketing & PR)	50
Dy. Manager (Mktg. & PR)	50
Manager(Mktg & PR)	50
Sr. Manager (Mktg. & PR)	50
Dy. General Manager (Mktg. &PR)	50
General Manager (Mktg. & PR)	

- 4.2 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

5. Procedure for Assessment for Promotions

- 5.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 5.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage in the interview for going from one scale to the next higher scale as per the following table :-

Number of the years in the grade			
5	6	7	8
Minimum % marks in the interview for promotion			
90%	80%	75%	70%

- 5.3 Wherever, it is considered necessary by the Appointing Authority to conduct a written / trade / computer test, the same shall be conducted and the manner of assessment in such cases shall be as follows :
- Productivity linked performance evaluation as reflected in the Annual Confidential Reports - 30 %
 - Marks secured in written / trade / computer test - 30 %
 - Interview by the Assessment Committee - 40 %
- 5.4 The qualifying marks for promotion will be 70 marks (70%).
- 5.5 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for selection by the direct recruitment.
- 5.6 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 5.7 There will not be any age limit for a staff member for consideration for promotion.

**PROMOTION POLICY FOR
ADMINISTRATIVE STAFF (NON S&T)**

1. The Administrative Staff Members shall have a 'person oriented' promotion policy on the basis of the merit of the candidates as adjudged from the annual performance reports, productivity linked performance and trade test / interview, if required. The persons promoted will hold the higher post till he / she continue in the services of PGSC against the sanctioned lower post against which he /she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. They will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
 - 1.1 The in-situ promotions shall be available to
 - 1.1.1 Administrative staff up to the scale of pay of Rs.10000-325-15200 (PB 15600-39100 + GP 6600) i.e. promotion from the grade Rs. 10000-325-15200 (PB 15600-39100 + GP 6600) (**7th CPC L-11 67700-208700**) to Rs. 12000-375-16500 (PB 15600-39100 + GP 7600) (**7th CPC L-12 78800-209200**). This is applicable to Personal Staff.
 - 1.1.2 Finance and Account staff up to the scale of pay of Rs. 8000-13500 (PB 15600-39100 + GP 5400) i.e. promotion from the grade Rs. 8000-13500 (PB 15600-39100 + GP 5400) (**7th CPC L-10 56100-177500**) to Rs. 10000-15200 (PB 15600-39100 + GP 6600) (**7th CPC L-11 67700-208700**).
 - 1.1.3 Estate Management staff up to the scale of pay of Rs. 7450-11500 (9300-34800 + GP 4600) i.e. promotion from the grade 7450-11500 (9300-34800 + GP 4600) (**7th CPC L-7 44900-142400**) to 8000-13500 (PB 15600-39100 + GP 5400) (**7th CPC L-10 56100+177500**).
 2. **Residency Period**

The minimum residency period in a particular scale of pay linked to the performance level for promotions under 'person oriented' promotion policy shall be as given below:

Designation	Old pay Scales	Pre-revised Scale (6 th CPC)		Revised Scale (7 th CPC)	Min. Residency period linked to performance
		Pay band	G. Pay		
Office Executive (Accounts, Stores, Purchase, Establishment, EPABX Operator,	3050-4590	5200-20200	1900	L-2 (19900-63200)	6 years

Receptionist, Ticket Issue Clerk, Computer Operator etc.)					
Sr. Office Executive (Accounts, Stores, Purchase, Establishment, EPABX Operator, Receptionist, Ticket Issue Clerk, Computer Operator etc.) Personal Assistant	4000-6000	5200-20200	2400	L-4 (25500-81100)	6 years
Assistant Admin. Officer Asstt. Manager (F&A) Private Secretary Purchase Officer Asstt. Estate Officer	5500-9000	9300-34800	4200	L-6 (35400-112400)	6 years
Dy. Administrative Officer Dy. Manager (F&A) Principal Private Secretary Dy. Estate Officer	7450-11500	9300-34800	4600	L-7 (44900-142400)	6 years
Admin. Officer Manager (F&A) Estate Officer	8000-13500	15600-39100	5400	L-10 (56100-177500)	6 years
Sr. Administrative Officer Sr. Manager (F&A)	10000-15200	15600-39100	6600	L-11 (67700-208700)	6years
Controller of Administration Controller of Finance	12000-16500	15600-39100	7600	L-12 (78800-209200)	

3. ANNUAL CONFIDENTIAL REPORT

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervision	6
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

4. Criteria for Promotion

- 4.1 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in:

Category of Staff	Minimum Credits in the ACRs for Eligibility
Office Executive (Accounts, Stores, Purchase, Establishment, EPABX Operator, Receptionist, Ticket Issue Clerk, Computer Operator etc.)	60
Sr. Office Executive (Accounts, Stores, Purchase, Establishment, EPABX Operator, Receptionist, Ticket Issue Clerk, Computer Operator etc.) Personal Assistant	60
Assistant Admin. Officer	60

Asstt. Manager (F&A) Private Secretary Purchase Officer Asstt. Estate Officer	
Dy. Administrative Officer Dy. Manager (F&A) Principal Private Secretary Dy. Estate Officer	60
Admin. Officer Manager (F&A) Estate Officer	60
Sr. Administrative Officer Sr. Manager (F&A)	60
Controller of Administration Controller of Finance	

- 4.2 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

5. Procedure for Assessment for Promotions

- 5.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 5.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage in the interview for going from one scale to the next higher scale as per the following table :-

Number of the years in the grade			
6	7	8	9

Minimum % marks in the interview for promotion			
90%	80%	75%	70%

- 5.3 Wherever, it is considered necessary by the Appointing Authority to conduct a written / trade / computer test, the same shall be conducted and the manner of assessment in such cases shall be as follows :
- Productivity linked performance evaluation as reflected in the Annual Confidential Reports - 30 %
 - Marks secured in written / trade / computer test - 30 %
 - Interview by the Assessment Committee - 40 %
- 5.4 The qualifying marks for promotion will be 70 marks (70%).
- 5.5 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for selection by direct recruitment.
- 5.6 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 5.7 There will not be any age limit for a staff member for consideration for promotion.

PROMOTION POLICY FOR ENGINEERING STAFF

1. The Engineering Staff Members shall have a 'person oriented' promotion policy on the basis of the merit of the candidates as adjudged from the annual performance reports, productivity linked performance and trade test / interview. The persons promoted will hold the higher post till he / she continue in the services of PGSC against the sanctioned lower post against which he /she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. The will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
- 1.2 The in-situ promotions shall be available to
 - 1.2.1 Engineering staff up to the scale of pay of Rs.8000-13500 (PB 15600-39100 + GP 5400) i.e. promotion from the grade 8000-13500 (PB 15600-39100 + GP 5400) (**7th CPC L-10 56100-177500**) to 10000-15200 (PB 15600-39100 + GP 6600) (**7th CPC L-11 67700-208700**).
 - 1.2.2 Engineering staff up to the scale of pay of Rs.7450-11500 (i.e. promotion from the grade Rs. 7450-11500 (PB 9300-34800 + GP 4600) (**7th CPC L-7 44900-142400**) to Rs. 8000-13500 (PB 15600-39100 + GP 5400) (**7th CPC L-10 56100-177500**).

2. Residency Period

The minimum residency period in a particular scale of pay linked to the performance level for promotions under 'person oriented' promotion policy shall be as given below:

Designation	Old pay Scales (5 th CPC)	Pre-revised Scale (6 th CPC)		Revised Scale (7 th CPC)	Minimum Residency period linked to performance
		Pay band	Grade Pay		
Junior Engineer Jr. Engineer (Horticulture) Quantity Surveyor	4000-6000	5200-20200	2400	L-4 (25500-81100)	5 years
Assistant Engineer Asstt. Engineer	5000-8000	9300-34800	4200	L-6 (35400-112400)	5 years

(Horticulture) Sr. Quantity Surveyor					
Dy. Engineer Dy. Engineer (Horticulture)	7450- 11500	9300- 34800	4600	L-7 (44900-142400)	5 years
Asstt. Executive Engineer	8000- 13500	15600- 39100	5400	L-10 (56100-177500)	5 years
Executive Engineer	10000- 15200	15600- 39100	6600	L-11 (67700-208700)	5 years
Supdtt. Engineer	12000- 16500	15600- 39100	7600	L-12 (78800-209200)	

3. ANNUAL CONFIDENTIAL REPORT

A+	Exceptionally brilliant	10
A	Outstanding	9
A-	Well above average standard	8
B+	Good average person	7
B	Average person, reasonably competent But without special ability or initiative Work without constant supervision	6
B-	Insufficient initiative and capacity for Work without constant supervision	5
C	Indifferent but just worth retaining	4
D	Not worth retaining in the present grade	3

4. Criteria for Promotion

- 4.1 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in:

Designation	Minimum Credits in the ACRs for eligibility
Junior Engineer Jr. Engineer (Horticulture) Quantity Surveyor	50
Assistant Engineer Asstt. Engineer (Horticulture) Sr. Quantity Surveyor	50
Dy. Engineer Dy. Engineer (Horticulture)	50
Asstt. Executive Engineer	50
Executive Engineer	50
Supdt. Engineer	

- 4.2 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

5. Procedure for Assessment for Promotions

- 5.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will only be called for the interview for promotion by the Departmental Promotion Committee.
- 5.2 The performance in the interview will be graded on a 100% scale and the eligibility for promotion will be based on securing the minimum percentage in the interview for going from one scale to the next higher scale as per the following table :-

Number of the years in the grade

5	6	7	8
Minimum % marks in the interview for promotion			
90%	80%	75%	70%

- 5.3 Wherever, it is considered necessary by the Appointing Authority to conduct a written / trade / computer test, the same shall be conducted and the manner of assessment in such cases shall be as follows :
- Productivity linked performance evaluation as reflected in the Annual Confidential Reports - 30 %
 - Marks secured in written / trade / computer test - 30 %
 - Interview by the Assessment Committee - 40 %
- 5.4 The qualifying marks for promotion will be 70 marks (70%).
- 5.5 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for selection by direct recruitment.
- 5.6 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 5.7 There will not be any age limit for a staff member for consideration for promotion.

Annexure - II**Specimen of Appointment Letter in the Pay Scale**

Sub: Contractual Appointment to the post of _____ in the pay scale of Rs._____.

Ref: Your application for the post cited above and the interview held on _____.

Pushpa Gujral Science City (PGSC) is pleased to offer you an appointment on contract basis to the post of _____ in the pay scale of Rs._____ plus allowances as admissible to PGSC employees from time to time from the date of your joining, subject to the following conditions: -

1. You will draw a basic pay of Rs._____ in the pay scale of Rs._____ + usual allowances admissible to PGSC employees.
2. The contract is for a period of 5 (five) years from the date of your joining.
 - You will be on probation for a period of one year from the date of your joining. The probation period may be extended or curtailed at the discretion of the PGSC. During the period of probation your services can be terminated without assigning any reason and without any notice.
 - After satisfactory completion of the probation period, the five year contract will be reviewed on completion of three years based on your satisfactory performance/requirement of the Project.
3. The offer is subject to the production of a Medical Certificate of fitness issued by Civil Surgeon / Principal Medical Officer.
4. The appointment shall be subject to the verification of character and antecedents through District Police Authorities.

-
5. No travelling allowance shall be paid for joining the duty.
 6. No application for outside job will be forwarded during the probation period.
 7. Your present place of posting will be at Pushpa Gujral Science City, Kapurthala. However, place of posting may be changed depending upon the requirement of the Project.
 8. In view of demanding nature of duties you will be required to stay in the vicinity of the place of posting. Your presence in the Science City / Office may be required on Saturdays, Sundays and on Holidays.
 9. You will be required to perform all such duties as may be assigned to you by the Director / Director General of the PGSC.
 10. At the time of joining the PGSC, you shall have to execute the enclosed Agreement for accepting the terms and conditions of contract of service. The Agreement of Contract of Service shall be signed by you at the time of your joining, in the presence of authorised officer of PGSC.
 11. After successful completion of probation your services are liable to be terminated as under:
 - (i) The appointment can be terminated by giving one-month notice, in writing to you by PGSC without assigning any reason. If one month notice is not given or if notice for a period of less than one month is given, you shall be entitled to claim a sum equivalent to the amount of your remuneration, at the same rate which you are drawing immediately before the date of termination of a period of one month or for the period by which a notice falls short of one month.
 - (ii) At any time, you may after giving at least one month notice in writing resign from service, provided that if one month notice is not given or notice for a period less than one month is given, you shall have to pay to the PGSCS a sum equivalent to amount of remuneration at the same rates, which you were drawing immediately before the date of resignation, for a period of one month or for the period by which the notice falls short of one month.

-
12. Your appointment will be governed by the PGSC Staff Service Rules approved by the Governing Body.
 13. In case you accept the offer of appointment, please sign the duplicate copy of this letter and send it back to the PGSC within a period of one week of receipt of this letter in token of having accepted the above terms and conditions of appointment.

You are required to join PGSC within 15 days of issue of this letter and report to the Director, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala.

Administrative Officer

Endst. No. PGSC/

Dated:

A copy of the above is forwarded for information and necessary action to:

- 1) Director, PGSC, Kapurthala for information and necessary action. Application of the Candidate is also enclosed.
- 2) Manager (F&A), PGSC, Kapurthala } The salary may be drawn against the vacant post of _____.

Annexure - III

Specimen of Appointment Letter on Fixed remuneration

Sub: Contractual Appointment to the post of _____ on fixed remuneration of Rs. _____ per month.

Ref: Your application for the post cited above and the interview held on _____.

Pushpa Gujral Science City (PGSC) is pleased to offer you an appointment on contract basis to the post of _____ on the following terms and conditions:

1. The contract is for a period of one year from the date of your joining.
2. The contract may be renewed on year to year basis based on the requirement of the Project and your performance.
3. As per recommendations of the Selection Committee, you will get fixed remuneration of Rs. _____ per month (no other allowances).
4. The offer is subject to the production of a Medical Certificate of fitness issued by Principal Medical Officer / Civil Surgeon.
5. The appointment shall be subject to the verification of character and antecedents through District Police Authorities.
6. Keeping in view the nature of duties / job requirements you will have to stay within the vicinity / periphery of Science City.
7. No travelling allowance shall be paid for joining the duty.

-
8. No application for outside job will be forwarded during the first year of service.
 9. Your place of posting will be at Pushpa Gujral Science City, Kapurthala. However, place of posting may be changed depending upon the requirement of the Project.
 10. You will be required to perform all such duties as may be assigned to you by the Director / Director General of the PGSC.
 11. This appointment will be strictly on contract basis and will not entitle you to any claim for regular appointment in PGSC.
 12. Your appointment will be governed by the PGSC Staff Service Rules approved by the Governing Body.
 13. You will not be allowed any benefit of your past service.
 14. You will not be entitled to any leave (except casual leave) during the period of your contract.
 15. Your services are liable to be terminated as under:
 - (i) The appointment can be terminated by giving one-month notice, in writing to you by PGSC without assigning any reason. If one month notice is not given or if notice for a period of less than one month is given, you shall be entitled to claim a sum equivalent to the amount of your remuneration, at the same rate which you are drawing immediately before the date of termination of a period of one month or for the period by which a notice falls short of one month.
 - (ii) At any time, you may after giving at least one month notice in writing resign from service, provided that if one month notice is not given or notice for a period less than one month is given, you shall have to pay to the PGSCS a sum equivalent to amount of remuneration at the same rates, which you were drawing immediately before the date of resignation, for a period of one month or for the period by which the notice falls short of one month.
 16. In case any adverse report is received from District Police Authorities in respect of verification of Characters and antecedents, your services will be terminated forthwith without any notice.
-

17. All differences and disputes between you and PGSC on the terms and conditions on appointment or any claims, liability, in relation to or arising out of this offer shall be referred to the sole arbitration of Director General, PGSC or his nominee, acting as such, at the time of reference, whose decision shall be final and binding on you.

In case you accept the offer of appointment, please sign the duplicate copy of this letter and send it back to the PGSC within a period of one week of receipt of this letter in token of having accepted the above terms and conditions of appointment.

You are required to join Pushpa Gujral Science City within 15 days of issue of this letter and report to the Director, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala.

Administrative Officer

Endst. No. PGSC/

Dated:

A copy of the above is forwarded for information and necessary action to:

- 1) Director, PGSC, Kapurthala along with application of the Applicant in original for information and further necessary action. The salary may be drawn against one of the vacant post of _____.
- 2) Manager (F&A), PGSC, Kapurthala
- 3) Superintendent, PGSC, Kapurthala

AGREEMENT OF CONTRACT OF SERVICE

An agreement for service made this _____ day of _____ Two Thousand _____ between Sh. _____ Son of Sh. _____, Permanent Resident of

_____ (hereinafter called the appointee) on **ONE PART** and the **Pushpa Gujral Science City, Kapurthala**, a registered Society under Societies Registration Act (XXI of 1860) under Government of Punjab (hereinafter called the PGSC) on the **OTHER PART** .

WHEREAS the PGSC has been pleased to offer the appointment of the appointee as _____ in PGSC on contract for 5 (Five) years on year to year basis and the appointee has accepted the offer on the terms and conditions hereinafter appearing

NOW THESE PRESENT WITTHNESSTH AND THE PARTIES HERETO RESPECTIVELY
AGREE AS FOLLOWS:

1. The agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Rules and Regulations governing the PGSC as in force from time to time, as applicable to employees of the PGSC.
2. The appointee will be on probation for a period of one year w.e.f. _____ i.e, from the date of joining of the appointee in PGSC as _____. The period of probation may be extended or curtailed at the discretion of the PGSC. During the period of probation the services of the appointee can be terminated by the PGSC without assigning any reason and without any notice.
 - (i) After successful completion of probation period the contract will be extended on year to year basis on the basis of performance of the appointee/requirement of the Project. The appointee's duties will include all functions as assigned by the Director General, PGSC, or his authorised nominee.
 - (ii) During his service under these present, the appointee shall subscribe to the Contributory Provident Fund Scheme of the PGSC subject to such modification as may be made from time to time.

- (iii) Notwithstanding anything hereinbefore contained, the appointee shall, unless otherwise decided by the PGSC, be entitled to receive the whole or in part, as may be determined by the PGSC, the benefits, of any improvements in the revision of scale of pay that may be effected by the PGSC subject to the date of these presents, in the terms and conditions of the service of members of the PGSC, and the decision of the PGSC in respect of such improvement in the terms and conditions of the service of the appointee shall operate so as to modify to that extent the provisions of these presents.
- (iv) The appointee shall devote his whole time to the service of the PGSC and will be subject to the Punjab Government Conduct Rules and other provisions of the said Rules and Regulations till PGSC frames its own rules. Any information obtained by appointee during or in connection with his services and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed, in all respects, to be subject to the Indian Official Secrets Act, 1923 as amended from time to time.
- (v) The appointee shall be entitled to leave as admissible to the non-vacation employees of the PGSC under the rules.
- (vi) If the appointee is required to travel in the interest of the PGSC work, he shall be entitled to travelling allowance on the scale provided for in the T.A. Rules as applicable to PGSC employees and in force from time to time.
- (vii) No benefit of past service will be allowed to the appointee by the PGSC.
- (viii) The appointment is strictly on contract basis and will not entitle the appointee to any claim for regular appointment in PGSC.
- (ix) During the period of contract the annual increment will be based on the performance of the appointee and increment will be released to the appointee on his/her satisfactory performance during the year.
- (x) The services of appointee may, during the period of contract, be terminated by PGSC by giving one calendar month's notice in writing, at any time during service under this contract without any cause assigned. Provided always the PGSC may in lieu of the notice herein provided give the appointee a sum equivalent to the amount of one month's salary.

Similarly, the appointee may also terminate his service by giving to the PGSC one calendar month's notice in writing or deposit a sum equivalent to the amount of one month's salary.

- (xi) In respect of any matter for which no provision has been made in this agreement, the appointee will be governed by the said Rules of Punjab Government & Regulations applicable to PGSC employee or any modification thereof for the time being in force and sub-rules made there under for time being in force.
- (xii) All differences and disputes between appointee and PGSC on the terms and conditions of appointment or any claims, liability, in relation to or arising out of the appointment in PGSC shall be referred to the sole arbitration of Director General, PGSC or his nominee, acting as such, at the time of reference, whose decision shall be final and binding on the appointee.

In Witness Whereof on the day and the year first above written, the Administrative Officer of the PGSC has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the

Administrative Officer of the PGSC

Pushpa Gujral Science City, Kapurthala, by the
Administrative Officer, PGSC **in the presence of** :_

Signature of Witness with address:

Signed and delivered by the said Appointee

in the presence of :-

Signature of Witness with address:

APPOINTEE

1. _____

2. _____

**Manual No. 17.7.2 MEMORANDUM OF ASSOCIATION OF PUSHPA GUJRAL
SCIENCE CITY SOCIETY.**

1. Name of the Society:

This society will be known as “Pushpa Gujral Science City Society”.

2. The Registered Office:

The Registered Office of the Society shall be situated at Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala.

3. Aims and Objectives:

The aims and objectives of this Society shall be:

- (i) To study and exhibit the interaction of science, technology, energy and environment with human life through personal experience-based presentation.
- (ii) To design and develop exhibits, demonstration equipment and educational technology on frontier areas of science and technology.
- (iii) To undertake and encourage research and training for (a) ecologically sustainable development ; (b) conservation, evaluation and utilisation of the nation’s biological wealth: (c) development and harnessing alternate sources of energy; and (d) technology development, information dissemination and science communication.
- (iv) To render assistance to universities, technical institutions, museums, schools and colleges or other bodies in planning and developing science exhibitions and also in training of personnel.
- (v) To provide support to state Governments, public bodies and institutions, and/ or to undertake responsibility for planning and development of Science Cities in India and/ or

-
- to undertake the responsibility of running and maintenance of such facilities and activities.
- (vi) To establish and award research fellowships, prizes, traineeships and financing of specific research in relevant fields and to publish scientific papers, books and journals devoted to the activities of Science City.
 - (vii) To collect and disseminate information in regard to science, technology, energy and environment through both print media and electronic media.
 - (viii) To enter into agreements with foreign scientific agencies and science and technology museums/ centres and like institutions in specialised areas pertaining to the activities of Pushpa Gujral Science City for exchange of professionals study tours, training, conducting joint projects, providing technical assistance in the establishment of science cities and like institutions and for other matters consistent with the aims and objectives of the Society. For the purpose of the Society to draw and accept, make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
 - (ix) To invest the funds of or money received by or entrusted in the Society in such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investment.
 - (x) To borrow money from Central or State Governments, banks or other financial institutions for the purpose of the Society.
 - (xi) To accept grants, donations, sponsorships or any other kind of financial supports or aids from the Central Government, State Governments, public bodies, corporations, companies or persons for the purposes of the Society and to impose entrance fees, service charges and other compensations for different exhibits and services provided by the Pushpa Gujral Science City.
 - (xii) To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Society and to construct or alter any building which may be necessary for the Society.
 - (xiii) To sell, lease, exchange, gift mortgage, license or otherwise transfer all or any portion of the movable or immovable properties of the Society.
-

- (xiv) To employ and pay the necessary staff for the purpose of the Society and maintain Provident Fund, Gratuity and superannuation schemes etc as per provision of the Rules and Regulations applicable to this Society for the benefit of such staff, to engage contractual or daily wage labour, trainees and volunteers and to pay suitable remuneration, stipend, pocket allowances etc.
 - (xv) To do all other such things as the Society or the Governing Body may consider necessary, incidental or conducive to the attainment of the above objectives.
4. **The income and property of the Society** however derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure or disposal of the properties to such limitations or conditions as the Society may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise however by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of travelling and daily allowances to any member thereof or other persons for journeys made for the work of the Society.

5. **Governing Body**

The Governing Body of the Society to whom the management of its affairs are entrusted shall be the Body constituted to be Governing Body under the Rules and Regulations of the Society and the **first members of the said Governing Body** shall be

S. No	Name	Address	Occupation	Designation in Society
1.	Sh.R.S.Mann, IAS Punjab	Chief Secretary, Pb. Civil Sectt. Chandigarh	Govt. Service	Chairman
2.	Sh. Naresh Gujral	5, Janpath New Delhi - 110001		Member
3.	Sh. Vinod Khanna, MP	Member Parliament Suit No. 1, Punjab Bhawan, A-Block, Copornicus Marg, New Delhi	Public Service	Member
4.	Sh. Manpreet Singh Badal, MLA	Kothi No. 3, Sector –10, Chandigarh	Public Service	Member
5.	Sh. Gulzar Singh, MLA Ranike	MLA Hostel, Room No. 14, Sector-4, Chandigarh	Public Service	Member
6.	Sh. Y.S. Ratra, IAS	Principal Secretary, Science, Technology & Env., Govt. of Punjab, Punjab Civil Secretariat, Chandigarh	Govt. Service	Member

7.	Dr. A.P. Mitra	Honorary Scientist of Eminence, National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi- 110012	Scientist	Member
8.	Dr.R.A.Mashelkar	Director General, Council of Scientific Industrial Research , Anusandhan Bhawan, Rafi Marg, New Delhi- 110001	Scientist	Member
9.	Dr. Kapila Vatsyayan	Academic Director, Indira Gandhi National Centre for Arts, Central Vista, Janpath, New Delhi –110011.	Culture Expert	Member
10.	Dr. Saroj Ghose	Past President of International Council of Museums, Suryadeep Apt. 4 A, 112 G, Salimpore Road, Calcutta	Museologist	Member
11.	Dr (Mrs.) Manju Sharma	Secretary Deptt. of Bio-technology, Ministry of S & T, GOI, CGO Complex, Block-II,	Govt. Service	Member

		7 th Floor, Lodhi Road, New Delhi.		
12.	Dr. Narinder K. Sehgal	Adviser & Head NCSTC, DST, Govt. of India, Technology Bhawan, New Mehrauli Road, New Delhi	Govt. Service	Member
13.	Dr. Jai Rup Singh	Professor Deptt. of Human Biology, GNDU, Amritsar	Govt. Service	Member
14.	Prof. S.P.S.Virdi	Professor Physics Department, Punjabi University, Patiala	Govt. Service	Member
15.	Mr. V.S.Ramamurthy	Secretary, Dept. of S&T, Govt. of India, New Delhi	Govt. Service	Member
16.	Mr. Sudhir Nath	Financial Advisor, Deptt. of Culture, Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Govt. Service	Member
17.	Mr. P.K.Bhaumik	Director, National Science Centre, Gate No. 1, Pragati	Govt. Service	Member

		Maidan, New Delhi		
18.	Er. N.S.Tiwana	Executive Director, Punjab State Council for Science & Technology, Chandigarh	Govt. Service	Member
19.	Dr. Barjinder Singh Hamdard	Managing Director, Ajit Samachar, Jalandhar	Pvt. Service	Member
20.	Sh. Vijay Chopra	Chief Editor, Hind Samachar, Jalandhar	Pvt. Service	Member
21.	-	-	-	Executive Director

The first Governing Body will hold office for a period of one year or until a new Governing Body is formed in accordance with the Rules & Regulations of the Society, whichever is earlier.

6. Patron-in-Chief :

The Chief Minister, Govt. of Punjab will be Patron-in-Chief of the Society.

7. We, the following persons whose name, occupation and address are given below are desirous of being formed into a Society in accordance with the provisions of the Societies

Registration Act XXI of 1860 and as amended by Punjab Amendment Act 1957 in pursuance of this Memorandum of Association.

S. No	Name	Address	Occupation	Desg. in Society	Sig.
1	Sh. Mahesh Inder Singh Grewal	Minister, STE , MERM, Govt. of Pb.	Public Service	President	
2	Sh. Manoranjan Kalia	Minister, Health & Family Welfare, Govt. of Punjab	Public Service	Member	
3	Sh. Balwinder Singh Bhundar	Member Parliament (Rajya Sabha) 235, Sector 11-A, Chandigarh	Pubic Service	Member	
4	Sh. R.S.Mann, IAS	Chief Secretary, Punjab, Punjab Civil Secretariat, Chandigarh	Govt. Service	Member	
5	Sh. Naresh Gujral	C./o Sh. I.K.Gujral, 5, Janpath, New Delhi		Member	
6	Mr. Rajan Kashyap, IAS	Principal Secretary, Deptt. of Finance, Punjab Civil Secretariat, Chandigarh	Govt. Service	Member	
7	Mr. V.S.Ramamurthy	Secretary, Deptt. of S&T, Govt. Of India, New Delhi	Govt. Service	Member	

8	Mr. Sudhir Nath	Financial Advisor, Deptt. of Culture, Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Govt. Service	Member	
9	Dr. Harbhajan Singh Soch	Vice-Chancellor Guru Nanak Dev University, Amritsar	Service	Member	
10	Dr. G.S.Kalkat	Vice-Chancellor PAU, Ludhiana	Service	Member	
11	Dr. J.S.Puar	Vice-Chancellor, Punjabi University, Patiala	Service	Member	
12	Prof. M.M.Puri	Vice-Chancellor, Punjab University, Chandigarh	Service	Member	
13	S.Anoop Singh	Vice-Chancellor Technical University, Jalandhar	Service	Member	
14	Mr. Y.S.Ratra, IAS	Principal Secretary & Secretary to the Deptt. of Science, Technology and Environment, Govt. of	Govt. Service	Member	

		Punjab, Punjab Civil Secretariat, Chandigarh			
15.	Sh. Ramesh Inder Singh, IAS	Secretary, Industries, Punjab Civil Secretariat, Chandigarh	Govt. Service	Member	
16	Sh. G.P.S. Sahi, IAS	Secretary to the Govt. of Pb, Deptt. of Higher Education, Punjab Civil Secretariat, Chandigarh	Govt. Service	Member	
17	Ms. Ravneet Kaur, IAS	Chairman, Technical Education Board, Plot No. 1, Sector 36-A, Chandigarh	Govt. Service	Member	
18	Dr. Saroj Ghose	Past President of International Council of Museums, Suryadeep Apt. 4 A, 112 G, Salimpore Road, Calcutta-700031	Museologist	Member	
19	Mr. P.K.Bhaumik	Director, National Science Centre, Gate NO. 1, Pragati Maidan, New Delhi	Govt. Service	Member	
20	Dr. Kuldip Singh	Professor Physics, Guru Nanak Public School,	Service	Member	

		Ludhiana			
21	Er. N.S.Tiwana	Executive Director, Punjab State Council for Science & Technology , Chandigarh	Govt. Service	Member	
22	-	-	-	Secretary	

The above signatures are witnessed to be genuine and correct

Witness

Name

Address

RULES & REGULATIONS

OF

PUSHPA GUJRAL SCIENCE CITY SOCIETY

1. Short Title:

These rules may be called “The Rules of the Pushpa Gujral Science City Society”.

2. Interpretation:

In these Rules the following words and abbreviations shall have the meanings given therein unless there is anything contrary in the subject or context.

- 1) “Act” shall mean the Punjab Societies Registration Act XXI of 1860 and shall include the rules/regulations, if any framed thereunder, as amended or modified from time to time.
- 2) “The Society” and “PGSC”, as the expression may be shall mean Pushpa Gujral Science City.
- 3) “The Governing Body” shall mean the Governing Body of the Society constituted under Rule 7(1).
- 4) The “President” shall mean the President of the Society.
- 5) The “Vice-President” shall mean the Vice-President of the Society.
- 6) The “The Chairman” shall mean the Chairman of the Governing Body of the Society.
- 7) The “Director General” shall mean the Director General of the Governing Body appointed under Rule 12 (1).
- 8) “The Secretary” shall mean the Secretary of the Society. Director General shall be the Secretary of the Society as per the provisions of the Act.
- 9) Words importing singular number shall include the plural numbers and vice-versa. Words importing the masculine gender shall include the feminine gender.

3. Constitution of the Society

1) The Society shall consist of the following members:

(i)	President of the Society, who shall be the Minister-in-charge of the Deptt. of Science & Technology, Government of Punjab dealing with the Science City	Ex- Officio
(ii)	One Minister, Govt. of Punjab	
(iii)	Member Parliament, Member Rajya Sabha and Sh. Naresh Gujral	
(iv)	Chief Secretary, Govt. of Punjab	Ex-Officio
(v)	Principal Secretary, Deptt. of Finance, Govt. of Punjab or his nominee	Ex-Officio
(vi)	Eminent persons not exceeding 8 in number representing Science & Technology, Education, Commerce and Industry, Art and Culture and Museology to be elected by the Society as per Rule 3 (4) and 3 (5)	
(vii)	Secretary, Deptt. of Culture, Govt. of India or his nominee	Ex-Officio
(viii)	Secretary, Deptt. of Science & Technology, Govt. of India or his nominee	Ex-Officio
(ix)	Financial Advisor to Deptt. of Culture, Ministry of Tourism and Culture, Govt. of India or his nominee	Ex- Officio
(x)	Vice-Chancellors of the Universities related to Punjab or their nominees of level of Dean/HoD	Ex-Officio
(xi)	Secretary, Deptt. of Science, Technology and Environment, Govt. of Punjab	Ex- Officio
(xii)	Secretary, Deptt. of Industries, Govt. of Punjab	Ex-Officio

(xiii)	Secretary, Deptt. of Higher Education, Govt. of Punjab	Ex-Officio
(xiv)	Chairman, State Board of Technical Education, Punjab or his nominee	Ex- Officio
(xv)	Chairman, Science City, Kolkata	Ex-Officio
(xvi)	Director, National Science Centre, New Delhi	Ex-Officio
(xvii)	4 representatives of Donors/ Sponsors as per Rule 3 (3)	Co-opted members
(xviii)	Executive Director, Punjab State Council for Science & Technology	Ex-Officio
(xix)	Director General, Pushpa Gujral Science City	Member Secretary

- 2) The Society shall elect renowned scientist/technologist/educationist from within the Society as its **Vice-President** for a term of 4 years. In case the membership of Vice-President, so elected, terminates as per rules 3 (4), 3 (5), 5 (2) or 5 (3), the Society shall elect another member as its Vice-President for the unexpired period of the four-year term. After expiry of the term, the person is eligible for re-election.
- 3) The Society shall elect four persons from donors or sponsors of Pushpa Gujral Science City as **co-opted members** for a term of two years. Such co-opted members shall have full rights of participation and voting in meetings as per Pushpa Gujral Science City Rules. Membership shall continue for two years provided such members continue as donors or sponsors of Science City atleast at the same level of financial support. On expiry of the term, such members are eligible for re-election.
- 4) The first 8 individual members of the Society shall be members as per Rule 3 (1) (vi). On expiry of the first 4 years, $\frac{1}{4}$ of 8 individual members as per Rule 3 (1) (vi) by drawing a lot, shall retire and the vacancies shall be filled up through election by the rest of the members of the Society. Retiring members shall be eligible for re-election. The term of the newly elected members shall be 4 years.
- 5) The same procedure, as stated in Rule 3(4) shall be followed, at the end of 5th, 6th and 7th year for retiring the balance of the first 8 individual members of the Society, 2 members retiring every year by drawing a lot and filling up the vacancies through election by the rest of the members of the Society for a term of 4 years. Retiring members shall be eligible for re-election.

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- 6) For 8th year onwards, election shall be held every year for 2 vacancies due to the retirement of members in the category included in Rule 3 (1) (vi) after serving four year term. Retiring members shall be eligible for re-election and the term of newly elected members shall be four years.
 - 7) Casual vacancies caused by reasons mentioned in Rule 5 (3) shall be filled in, for the unexpired portion of the four year term, through election by the rest of the members of the Society.

4. Roll of Members

- (1) The Society shall keep a roll of members giving their addresses and occupation and every member shall sign the same on becoming a member. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
- (2) If a member of the Society changes his address and/ or occupation he shall within 30 days from such changes notify his address and/ or occupation to the Secretary of the Society and the entry in the roll will be changed accordingly. In case he fails to do so, his address and/ or occupation given in the roll of members shall be deemed to be correct for the purpose of the Society. All notices and communications sent to a member in his address as shown in the roll shall be deemed to have been duly served and sent by the Society or on its behalf.
- (3) Every member shall be entitled to inspect the register of members by giving atleast 15 days notice in writing to the Secretary.
- (4) Restriction on Holding office: No person who is of unsound mind, or is an undischarged insolvent or who has been convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a Society or of a body corporate, or of any offence involving moral turpitude, shall not be entitled to be a member of the Society or the Governing Body or any other committee within the Society.

5. Duration of Membership

- (1) Unless his membership of the Society is terminated as provided in Rule 5 (3), and subject to the provisions of Rule 5 (2), the duration of membership shall be governed by Rule 3(2) to 3(5) . In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

- (2) When a person becomes or is appointed or nominated as a member of the Society by virtue of an office held by him under Rule 3(1)(i) to 3 (1)(xvii), his membership of the Society shall terminate when he ceases to hold that office, and the vacancy so caused shall be filled by his successor to that office.
- (3) A member of the Society, other than ex-officio member, shall cease to be a member on the happening of any of the following events:
 - (a) If he dies, resigns, or his employer refuses to grant him permission to serve on the Society or he goes abroad for a period exceeding one year.
 - (b) If he does not attend three consecutive meetings of the Society without obtaining leave of absence from the President.
 - (c) If he accepts a full time paid appointment in the Society, other than the Director General/ Secretary.
- (4) Whenever a member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Secretary.
- (5) The Society shall function notwithstanding any vacancy in its body and no act or proceeding of the Society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
- (6) In case of serious financial irregularities or poor management as established on records, the Government of India may terminate the membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination, the vacancy shall be filled in through election by the rest of the Members of the Society, save that the Society may re-elect any member regardless of such termination.

6. Proceedings of the Society

- (1) An Annual General meeting of the Society shall be held at such time, date and place, as may be determined by the President. At such Annual General Meeting, the Governing Body shall submit the Annual Report and the Audited Accounts of the Society together with Auditors Report thereon. Every year Annual General Meeting of the Society shall be held as per the provision of the Act and election of members shall take place as per provision of Rule 3 (1) (vi); 3 (4) and 3 (5)
- (2) The President may convene a Special General Meeting of the Society, whenever he thinks fit or on the written requisition of not less than five members of the Society.

- (3) The requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
- (4) At all Special General Meetings no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
- (5) The President shall preside at all meetings of the Society. In case the President is unable to attend a particular meeting, the meeting shall be presided over by the Vice-President. In case both President and Vice-President are absent, members present shall choose one of the members present to Chair the particular meeting.
- (6) Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by notice under the signature of the Secretary.
- (7) Every **notice** calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than **twenty one clear days** before the day appointed for the meeting. The non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- (8) The notice may be served upon any member of the Society either personally or by sending it through the post in an envelope addressed to such members at the addresses mentioned in the roll of members.
- (9) Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or cover containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was appropriately addressed and put into the post office.
- (10) Should any member be prevented or unable otherwise from attending any meeting of the Society or any of its bodies or committees, he shall be at liberty to **appoint and authorise a representative** to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to speak and vote at that meeting.
- (11) **One third** of the members of the Society including the representatives as per Rule 6 (10), present in person, shall form the **quorum** at every meeting of the Society.
- (12) All disputed questions at the meetings of the Society shall be determined by the majority of the votes of members present and voting. Each member of the Society shall have one vote. In the case of equality of votes, the Chairman shall have a casting vote.

- (13) The members of the Society or the Governing Body or of any Committee except the Director General, appointed by it shall not be entitled to any **remuneration** from the Society other than travelling and daily allowances as may be provided for in the Bye-laws in respect of the journey undertaken by them for attending the meetings of the Society or the Governing Body or of Committees set up by the Governing Body or in connection with any business of the Society.

7 The Governing Body:

- (1) The affairs of the Society shall be managed, administered, directed and controlled subject to the rules, bye-laws and orders of the Society by the Governing Body. The Governing Body of the Society for purposes of the Act shall consist of the following:-

(a)	A Chairman, (Chief Secretary, Punjab)	
(b)	Sh. Naresh Gujral	
(c)	M.P	
(d)	MLA Pb. Vidhan Sabha	
(e)	Principal Secretary, STE, Govt. of Punjab	Vice-Chairman
(f)	Eight members representing science, technology, education, commerce and industry, art & culture and museology to be elected by the Society- four from amongst the members of the Society and four from outside for a term of four years.	
	Secretary, School Education, Govt. of Punjab	Ex-Officio
	Secretary, Tourism, Govt. of Punjab	Ex-Officio
(g)	Secretary to Govt. of India, Department of Science & Technology, or his representative	
(h)	Financial Advisor to the Department of Culture, Ministry of Tourism and Culture, Govt. of India	Ex-Officio
(i)	Director, National Science Centre, Delhi	Ex-Officio
(j)	Executive Director, PSCST	Ex-Officio
(k)	Editors of Popular Newspapers of Punjab	
(l)	Secretary to Govt. Of India, Deptt. of Culture, or his representative	
(m)	Two Technical Experts to be nominated by Govt. of India	
(n)	Deputy Commissioner, Kapurthala	
(o)	Director, Sardar Swaran Singh National Institute of Renewable Energy, Jalandhar	Ex-Officio
(p)	Director General, Pushpa Gujral Science City	Member Secretary

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- (2) If the Chairman and/ or any member stated in Rules 7 (1) (a) to 7 (1) (d) retires as per Rule 3 (4) or 3(5) and are not re-elected, the vacancies shall be filled in for the unexpired portion of the 4 year term through election by the Society.
 - (3) The membership of the Governing Body shall be regulated in accordance with the provision of Rules 4 to 5 mutatis mutandis.

8. Powers and Functions of the Governing Body

- 1) The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of Association. The Management of all the affairs and funds of the Society shall for this purpose vest in the Governing Body.
- 2) The Governing Body shall exercise all the powers of the Society subject nevertheless to such limitations as the Society may, from time to time, impose in respect of the expenditure from the funds of the Society. The financial power of the Governing Body shall, for the time being, be limited to Rs. 10 crore for a single project.
- 3) In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provisions of these rules and the Bye-laws to:
 - (a) Consider the annual and supplementary budgets placed before it by the Secretary from time to time and pass them with such modifications as the Governing Body may think fit and also to the approval of the Society in its Annual General Meeting.
 - (b) Evolve a suitable infrastructure for the governance of Science City, for developing new concepts, exhibits and activities for the Science City and for providing consultancy and catalytic support to similar institutions elsewhere.
 - (c) Provide guidance to the Pushpa Gujral Science City about the thrust to be provided in their programmes, which have relevance to national priorities.
 - (d) With the sanction of the Society, frame, amend, or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters.
 - (i) Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contract investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit.

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- (ii) Terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects consistent with the objects of the Society, and
 - (iii) Rules and Procedure for recruitment of officers and establishment in the service of the Society
 - (iv) Terms and tenures of appointment, emoluments, allowances, rules and discipline and other conditions of service of the officers and establishments of the Society.
 - (v) Such other matters as may be necessary for the administration of the affairs and funds of the Society.
- (e) Constitute Advisory Boards or Committees consisting of persons who need not be members of the Society with such advisory functions as the Governing Body may think proper.
 - (f) Evaluate the performance of Pushpa Gujral Science City and/ or constitute panel of experts including those outside the Society for periodic evaluation of Science City. The Director General shall be a member of such Expert Panel.
 - (g) Create and abolish posts; appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties, lay down their service conditions from time to time.
 - (h) Enter into arrangements with the Government of Punjab, Govt. of India, International Agencies and Organisations, various State Governments, industries and other public or private organisations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to inconsistent or in conflict with the objects of the Society.
 - (i) Take over, acquire by purchase, gift, exchange, lease or hire or otherwise from Government of Punjab, Government of India, International agencies and organisations, the State Governments, industries and other public or private bodies or individuals, institutions, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society.
 - (j) Institute scholarships/ fellowships, sponsor and finance deputations within the country and abroad, give grants-in-aid, establish research schemes/ projects and special research centres in its own establishments or in other research or

educational institutions. The terms and conditions governing such activities shall be determined and modified from time to time by the Governing Body.

9. Proceedings of the Governing Body

- (a) Every meeting of the Governing Body shall be presided over by the Chairman, in his absence a member chosen from amongst themselves by member present, to preside for the occasion.
- (b) The Chairman may himself call or by a requisition in writing signed by them, require the Director General to call a meeting of the Governing Body at any time and on the receipt of such a requisition Director General shall forthwith call such a meeting.
- (c) Five members of the Governing Body, may by requisition in writing signed by them, require the Director General to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall call such a meeting with the approval of the Chairman.
- (d) **Five members** of the Governing Body present shall constitute a **quorum** at any meeting of the Governing Body.
- (e) Not less than fifteen clear days **notice of every meeting** of the Governing Body shall be given to each member on his address in the roll of members.
- (f) At least two meetings of Governing Body shall be held every year.
- (g) For the purpose of the last rule, each year shall be deemed to commence on 1st April and terminate on the 31st March.
- (h) In case of urgency Chairman may call a meeting with shorter than 21 days notice. If this is not possible, business may be transacted by circulation. Any business which may be necessary for the Governing Body to perform, except such as may be placed before its annual meeting, may be transacted and performed by a resolution in writing circulated among all the members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution has been passed at a meeting of the Governing Body provided that at least 5 members of the Governing Body have recorded their approval to the resolution.
- (i) In case of extreme urgency actions may be taken with the approval of the Chairman subject to ratification in a next meeting of the Governing Body.
- (j) In case of difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. The Chairman, may, however, refer any

question, which in his opinion is of sufficient importance for the decision of the Society. The decision of the Society shall be final.

10. Authorities and Officers of the Society

The following shall be the authorities and officer of the Society:

- (a) The President
- (b) The Vice-President
- (c) The Governing Body
- (d) The Vice-Chairman
- (e) The Director General who is also the Secretary of the Society

11. Functions and Powers of the President, Vice-President and Chairman

- (1) The President and Vice-President shall exercise such powers of supervision and superintendence over the conduct of the affairs of the Society, as may be delegated to them by the Society including formulation of policy to be followed in respect of such affairs.
- (2) The President and Vice-President may, in exercise of their powers give such directions, as they might think necessary, to the Chairman, Director General and any other officer of the Society, who shall implement the same. Directives issued by any of them will be binding on the Society. In case of contradictory directives, decision of Patron-in-Chief will be final.
- (3) Financial Power: The President shall exercise financial power of Rs.5 crores, the Vice-President of Rs.2 crores, the Chairman of Rs.1 crore and the Director General of Rs. 25 lakhs for a single item of purchase/ works/ expenditure subject to budget provision.

12. Appointment , Functions and Powers of the Director General

- (1) The Director General shall be a distinguished Scientist/ Technologist, or a leader in science museums and shall be appointed by the President on recommendations of a high power selection committee which shall be constituted by the Governing Body.
- (2) Subject to any order that may be passed by the Society, or by the President or Vice-President in exercise of their powers, and the decisions of the Governing Body, the Director General shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and its Chairman and he shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.

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- (3) The Director General subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and its Chairman, exercise authority and disciplinary control over the officers and staff of the Society, and prescribe their duties and functions. The Director General shall be the Chief Executive of the Society who shall look after, coordinate and administer the activities of the Society and shall ensure that policies devised by the Governing Body are communicated to and effectively implemented. He may delegate specific powers to the officer(s) of the Society with the approval of the Chairman.
 - (4) The Director General shall also be the Secretary of the Society. He shall have the power to file and defend suits or other legal proceedings on behalf of the Society and shall have the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise and dispute relating to the Society, subject to decision, confirmation and ratification of the Governing Body. **A part of this power can be delegated to the Director / Administrative Officer/Manager Finance of Science City with approval from the Governing Body.**

13.1 Finance and Accounts:

- (1) Funds of the Society shall consist of the following:
 - (a) Lump sum and recurring grant made by the Government of India and State Governments
 - (b) Fees and other charges received by the Society
 - (c) All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions as approved by the Governing Body.
- (2) All **funds** of the Society shall be paid into the Society's account with a **nationalised bank** and shall be operated by the Director General and Finance Officer or by such officers as may be duly empowered in this behalf by the Governing Body by any two of them jointly from time to time.
- (3) All properties, movable or immovable, shall be held by and in the name of the Society provided that the Government of Punjab shall have the right to direct the Society to use and utilise or deal with any property, including disposal thereof, in such manner as it may consider necessary for the purpose of the Society.
- (4) There will be at Headquarters of the Society a Finance Officer, who will be a full time employee of the Society and will be responsible for control of its Finances/ Budget, maintenance of accounts and internal audit. The Finance Officer shall advise the Director General on all financial matters. The Director General shall have the power to overrule his advice by recording reasons therefor. A report of all such cases shall be sent to the Governing Body for information. Members shall

be entitled to inspect the accounts and of the proceedings of the meetings by giving at least 15 days notice in writing to the Director General.

- (5) The accounts of the Society shall be audited by CAG approved person or persons as may be nominated by the Society for a period not more than 3 years consecutively. Such person/ persons who is / are to conduct the audit of the Society shall be changed every three years. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the preservation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body. The accounting year of the Society shall be from 1st day of April of each year to 31st day of March of following year.

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

The Society shall maintain books of accounts as required under the Act. The accounts shall be audited by a duly qualified auditor.

13.2 Finance Committee

Terms of Reference

- i. Examine and scrutinize the Annual Budget of the institute prepared by PGSC and make recommendations to the Governing Body.
- ii. Examine and make recommendations to the Governing Body on major financial matters affecting PGSC beyond the delegated powers of the Director General.
- iii. Deliberate on the Annual Audit Report of the Society and make its recommendations to the Governing Body/Society.

Constitution

i)	Director General, PGSC	Chairman
ii)	Two representatives of the Ministry of Culture, Govt. of India	
	a) Director (Museum) b) Dy. Financial Advisor	

iii)	A representative of the Finance Deptt. of the Punjab Govt.	
iv)	Ah. A. K. Kakaria, Chief Admn.-cum-Finance Officer (Retd.), CDAC (Centre for Development of Advanced Computing), Mohali	
v)	Sh. R.K. Nangia, Sr. Executive Director (Finance), Punjab Information & Communication Technology, Chandigarh	
vi)	Manager (F & A), Punjab State Council for Science & Technology, Chandigarh	
vii)	A representative of the Department of Science, Technology & Environment, Punjab	
viii)	Manager (F & A), PGSC (ex-officio)	Member Secretary

14. Report & Review:

- (1) The annual report of the proceedings of the Society and of the work undertaken during the year shall be prepared by the Governing Body for the information of the Society. The report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting. The annual report and the auditor's report of the Society will be made available to the Government of Punjab within six months of the close of the accounting year.
- (2) The Society may, from time to time, appoint committees to review the work and progress of Pushpa Gujral Science City and to hold enquiries into the affairs thereof and to report thereon in the manner the Society may stipulate. Upon receipt of such reports and the comments of the officers concerned, the Society may take such action and issue such directions as it may consider necessary in respect of all the matters dealt within the report and the concerned officers shall be bound to comply with such directions.

15. Dissolution or Amalgamation of Society, Alteration or Extension of Objects and Rules:

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- (1) The Society may alter or extend the objects for which it is established or be amalgamated either wholly or partially with any other Society or may take a decision for dissolution of the Society by following the undermentioned procedure:
 - (a) The Governing Body shall, in the first instance, approve the said proposition by a simple majority of votes and send the resolution with supporting documents to the Vice- President.
 - (b) With the approval of the President, the Vice- President shall convene a special General Meeting of the members of the Society, according to these rules for the consideration of the said proposition.
 - (c) The Vice-President shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
 - (d) Such report be delivered or sent by post to every member of the Society fifteen clear days previous to the said special General Meetings.
 - (e) Such proposition be agreed to by the votes of three-fourths of the members of the Society delivered in person or by proxy at the said Special General Meeting;
 - (f) Such proposition be confirmed by the votes of three-fourths of members of the Society present at the Second Special General Meeting convened by the Vice-President at an interval of one month after the former meeting.
 - (g) In the event of dissolution of the Society if there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society or any of them but shall be transferred to a like minded institution or to the Government of Punjab as to be decided by the Society.
 - (2) The Rules of the Society may be altered at any time by a Resolution passed by a majority of the members of the Society present at the general meeting of the Society.

16. General

- (1) The Society shall:
 - (a) Prominently display its name outside its office or the place where its business is carried on;

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- (b) Have a seal with its name engraved thereon which shall remain in the custody of the Secretary, i.e. the Director General and
- (c) Have its name mentioned in all documents executed in its favour or on its behalf.
- (2) All provisions under the Societies Registration Act 1860 as extended to the state of the Punjab will apply to this Society.
- (3) Once in every year, on or before the fourteenth day succeeding the day on which according to the Rules of the Society, the annual general meeting of the Society is held or in the month of January, a list shall be filed with the Registrar of Societies of the names, addresses, occupations and designations of the Governing Body members then entrusted with the management of the affairs of the Society.

Certified to be the true copy of the Rules and Regulations of Society of “ Pushpa Gujral Science City”.

S.No.	Name	Address	Signatures
1.	Sh. R.S.Mann, IAS	Chief Secretary, Punjab, Punjab Civil Secretariat, Chandigarh	
2.	Sh.Y.S.Ratra, IAS	Principal Secretary & Secretary to the Deptt. of Science , Technology & Environment, Govt. of Punjab, Punjab Civil Secretariat, Chandigarh	
3.	Er.N.S.Tiwana	Executive Director, Punjab State Council for Science & Technology, Chandigarh	

Manual No. 17.7.3 Schedules of Powers

SCHEDULES OF POWERS

DELEGATED TO VARIOUS OFFICERS OF PGSC

DIRECTOR GENERAL

(A) RULE 12 OF MEMORANDUM OF ASSOCIATION AND RULES & REGULATIONS OF PGSC SOCIETY

12 Appointment, Functions and Powers of the Director General

- (1) The Director General shall be a distinguished Scientist/ Technologist, or a leader in science museums and shall be appointed by the President on recommendations of a high power selection committee which shall be constituted by the Governing Body.
- (2) Subject to any order that may be passed by the Society, or by the President or Vice-President in exercise of their powers, and the decisions of the Governing Body, the Director General shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and its Chairman and he shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
- (3) The Director General subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and its Chairman, exercise authority and disciplinary control over the officers and staff of the Society, and prescribe their duties and functions. The Director General shall be the Chief Executive of the Society who shall look after, coordinate and

administer the activities of the Society and shall ensure that policies devised by the Governing Body are communicated to and effectively implemented. He may delegate specific powers to the officer(s) of the Society with the approval of the Chairman.

- (4) The **Director General** shall also be the **Secretary of the Society**. He shall have the power to file and defend suits or other legal proceedings on behalf of the Society and shall have the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise any dispute relating to the Society, subject to decision, confirmation and ratification of the Governing Body. A part of this power can be delegated to the Director/ Administrative Officer / Manager Finance of Science City with approval from the Governing Body.

13. Finance and Accounts:

- (6) Funds of the Society shall consist of the following:
- (d) Lump sum and recurring grant made by the Government of India and State Governments
 - (e) Fees and other charges received by the Society
 - (f) All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions as approved by the Governing Body.
- (7) All **funds** of the Society shall be paid into the Society's account with a **nationalised bank** and shall be operated by the Director General and Finance Officer or by such officers as may be duly empowered in this behalf by the Governing Body by any two of them jointly from time to time.
- (8) All properties, movable or immovable, shall be held by and in the name of the Society provided that the Government of Punjab shall have the right to direct the Society to use and utilise or deal with any property, including disposal thereof, in such manner as it may consider necessary for the purpose of the Society.
- (9) There will be at Headquarters of the Society a Finance Officer, who will be a full time employee of the Society and will be responsible for control of its Finances/ Budget, maintenance of accounts and internal audit. The Finance Officer shall advise the Director

General on all financial matters. The Director General shall have the power to overrule his advice by recording reasons therefor. A report of all such cases shall be sent to the Governing Body for information. Members shall be entitled to inspect the accounts and of the proceedings of the meetings by giving at least 15 days notice in writing to the Director General.

POWERS OF THE DIRECTOR GENREAL

(B) The Governing Body in its 2nd meeting held on 06.07.2000 approved that the Director General of PGSC will exercise the powers of Director General, NCSM (National Council of Science Museums) mutatis-mutandis, as under:

S.No.	Nature of Power	Power delegated to Director General, PGSC	Remarks
1.	Personnel & Administration		
1.1	Creation of Temporary posts on approved scales of pay. * w.e.f.1.1.86 5100-150-5700 w.e.f. 1.1.1996 16400-450-20,000 w.e.f. 1.1.2006 37400-67000 + GP 8900	To create posts carrying a scale of pay of which the maximum does not exceed *Rs.5700/- for a period not exceeding one year and to make ad-hoc appointments thereto.	Subject to availability of funds by valid appropriation and re-appropriation within the budget provision and in conformity with scale of pay approved in PGSC and subject to reporting to the Governing Body at its next meeting.
1.2	Appointments * w.e.f.1.1.86 5100-150-5700 w.e.f. 1.1.1996 16400-450-20,000 w.e.f. 1.1.2006 37400-67000 + GP 8900	To make appointments against sanctioned posts on scales of pay up to and including *Rs.5700/- as per PGSC rules.	Subject to budget provision and on recommendation of duly constituted Selection Committee.
1.3	Officiating Appointments	To make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2	i) the posts should involve supervisory and managerial and administrative duties; ii) the officiating promotions should be made

		above, in short term vacancy where (i) the duration of the vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of a shorter period exceeds 60 days.	on the basis of seniority and satisfactory service records of persons in the same line of work, provided they possess the minimum qualifications, (relaxable in special cases for reasons to be recorded in writing) and experience required of the post and considered suitable by the Head of the Organization to discharge the duties of the higher posts; iii) the lower chain vacancies consequent on the officiating promotion should not be filled by officiating promotions of the lower categories of staff.
1.4	To make promotions * w.e.f.1.1.86 5100-150-5700 w.e.f. 1.1.1996 16400-450-20,000 w.e.f. 1.1.2006 37400-67000 + GP 8900	To make promotions to sanctioned posts on scales of pay upto and including *Rs.5700/-	Subject to budget provision and on recommendation of duly constituted selection committees
1.5	a) To grant advance increments * w.e.f.1.1.86 5100-150-5700 w.e.f. 1.1.1996 16400-450-20,000	To sanction upto 5 advance increments to a selected candidate at the time of initial appointment by selection in scales of pay upto and including *Rs.5700/- Full	On recommendations of duly constituted Selection Committees recording in full details the reasons for granting such advance increments.

	w.e.f. 1.1.2006 37400-67000 + GP 8900 b) Grant of increment beyond Efficiency Bar or when withheld.		
1.6	Accepting of resignation	Full powers for appointments made by the Director General	
1.7	All matters relating to grant of allowances according to rules.	Full	
1.8	Reimbursement of medical expenses in relaxation of rules in exceptional cases including journey expenses.	Full	
1.9	a) Self-controlling Officer b) Declaring an officer as Controlling Officer	Director General, PGSC is Controlling Officer for all personnel, in PGSC including himself. Full	Except for the Officer so declared.
1.10	To make rules for the guidance of Controlling Officers (S.R. 195e)	Full	
1.11	Advance of Pay and TA in accordance with rules.	Full	
1.12	To fix installments of recovery for over payments of pay and allowances	Full	

1.13	To authorize air travel or higher class of rail accommodation, in special circumstances, to non-entitled employees.	Full	
1.14	To sanction air travel to non-official members of executive committees, other Expert Committees, Selection Committees etc. for attending meetings of these bodies	Full	Subject to the conditions that: i) Air travel is essential in the interest of work of the PGSC; ii) Air travel is the usual mode of travel of a member; and iii) Single return air fare only will be admissible.
1.15	To grant loans and advances to the employees of the PGSC in accordance with the relevant rules.	Full	Subject to budget provision and availability of funds.
1.16	To grant loans and advances to the employees of the PGSC in accordance with the relevant rules.	Full	
1.17	Grant of compensation under Workman's Compensation Act	Full	Subject to statutory limitations, if any.
1.18	To sanction residential telephones	Full	
1.19	Alteration of date of birth	Full – except his own	In this respect, the principles incorporated in the General Financial Rules of Government of India shall be observed.
1.20	Investigation of arrear claims	Full	Claims upto 6 years old
1.21	To dispense with medical certificate on first appointment and in individual cases	Full	Subject to conditions specified under FR-10
1.22	Suspension of lien	Full for posts to which authorized to make	F.R.14

		appointments	
1.23	Transfer of lien.	-do – (For both posts concerned)	F.R. 14.B
1.24	Transfer of PGSC servants from one post to another	Full	F.R. 15
1.25	Fixation of pay & allowances of staff treated as on duty under F.R. 9 (6)(b)	Full	F.R. 20
1.26	Counting Extraordinary leave for increments	Full for posts to which authorized to make appointments	Subject to the conditions specified under F.R. 26.
1.27	Powers to reduce the pay of an officiating servant.	Full	F.R. 35
1.28	Requiring medical certificate of fitness before return from leave.	Full	F.R. 71
1.29	Extension of leave to cover overstays	Full	Provided that the authority is satisfied that the officer will, on return, be under his control (F.R. 73)
1.30	Permission for undertaking work for a private body and acceptance of Fee (S.R. 11).	Full	Subject to fulfillment of conditions laid down under S.R. 11 and S.R. 12.
1.31	Permission to accept posts in outside departments whether on foreign service terms or by retention of lien as the case may be.	Full	
1.32	Permission to scientific staff to write books/manuals and to retain royalties/remuneration therefrom	Full	Royalties/remuneration are exempted from SR 12 provided that such books are not mere compilation of Govt. rules and regulations or procedures but reveal the author's scholarly study of the subject.

1.33	To prescribe the headquarters of staff	Full	S.R. 59
1.34	To define the limits of an employee's sphere of duty.	Full	S.R. 60
1.35	To decide in cases of doubts whether a particular absence from headquarters is absence of duty (i.e. away on tour)	Full	S.R. 62
1.36	To post any PGSC employee to any PGSC Centre	Full	S.R. 59
1.37	Appointment of a substitute in place of an absentee on quarantine leave	Full	
1.38	Sanction of acquisition / disposal of movable, immovable and valuable property.	Full	
1.39	Permission to deliver lectures by Scientists / curators/ Technical Officers in Universities / technical institutions and to accept remuneration therefore.	Full	Subject to the exigencies of the work
1.40	To approve completion of probationary period in respect of staff working under PGSC	Full	
1.41	Sanction of special pay to Machine Operators, including Cheque Writers	Full	Subject to the provisions of the Min. of Finance (Dept. of Exprd.) O.M. No. F. 9(42) Est. III/61 dt. 08.12.61
1.42.1	Grant of leave, other than special disability leave to all officers & staff.	Full	S.R. 208 and Fin. O.M. No. F.7(26)-E.IV/55 dated 27.6.55
	To redesignate the sanctioned posts as	Full	Approved in 11 th G.B. meeting (vide Item No.

	per requirement		11.6)
1.42.2	Grant of leave to employees declared medically unfit to return to duty.	Full	
1.42.3	To treat a PGSC servant on leave in occupation of residence	Full	S.R. 312(4)
1.42.4	To sanction leave due and admissible to members of the staff who desire to go abroad on private visits, other than for studies, training or deputation.	Full	<ul style="list-style-type: none"> i) that no financial assistance is to be received by them from foreign Govts. /bodies / organizations; ii) that they will not seek any employment or receive any remuneration from any agency; iii) that leave applied for above the member of the staff is for bonafide purpose and will not be misutilized by him for purposes other than those applied for; iv) that the PGSC will not be responsible to assist him in the matter of obtaining passport, foreign exchange etc.; v) that cases where leave is to be spent in countries with which India has no diplomatic and / or friendly relations will be sent to PGSC headquarters.
1.42.5	To sanction leave without pay to members of the staff who desire to go abroad on private visits at their own expense for study, training and research for a period of not less than a year		<p>That:</p> <ul style="list-style-type: none"> (i). They will not seek any employment outside the country and report back on expiry of leave / training and deputation. However, they shall be allowed to accept scholarship / grant

	<p>subject to the conditions.</p> <p><i>[Amendment approved by the Governing Body in its 45th Meeting held on 07.08.2019, vide Item No. 45.10]</i></p>		<p>for study, research and subsistence.</p> <p>(ii). They will not draw any salary during the period of absence and rather deposit amount equivalent to statutory liability viz. Gratuity, EPF to PGSC for the period of their absence.</p> <p>(iii). They shall inform at least three months in advance and get the leave approved, in writing.</p> <p>(iv). PGSC shall make, if required, alternative arrangement to fill up the vacant post on temporary basis for taking people on deputation or on short term contract.</p> <p>(v). They shall not curtail the leave sanctioned to them and they will not be allowed to join back before the expiry of sanctioned leave.</p> <p>(vi). PGSC shall not assist them in the matter of obtaining passport, foreign exchange, etc.</p> <p>(vii). Cases where leave is to be spent in</p>
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			countries with which India has no diplomatic and / or friendly relations will be sent to DSTE, GoP for approval. (viii). They will not be entitled to annual increment for period of absence, but their seniority shall remain unchanged provided they join the duty within the approved date.
1.43	To sanction unusual expenditures in connection with tour & transfer of an employee as per rules.	Full	
1.43.1	To decide the shortest of two or more routes	Full	S.R. 30(b)
1.43.2	To allow mileage allowance by a route other than the shortest or cheapest.	Full	S.R. 31
1.43.3	To decide the point of commencement or end of a journey in a station.	Full	S.R. 32
1.43.4	To restrict frequency and duration of journeys on tour	Full	S.R. 63
1.43.5	Expenses for carriage of personal effects by road between stations connected by rail.	Full	S.R. 116(a)(iii) Note: 2
1.43.6	To disallow T.A. for a journey to attend an obligatory examination [Proviso 2(I) of S.R. 130]	Full	Subject to if in the opinion of the competent authority, the candidate has culpable neglected to prepare himself for the examination.
1.43.7	To fix the amount of hire or charges payable for the use of PGSC	Full	

	conveyances		
2.	Works		
2.1	Administrative approval and expenditure sanction of works (both for new works and repair)	Upto extent of Rs.50 lakhs in budget.	
2.2	Excess over administrative approval and expenditure sanction given by the Governing Body.	Upto 10 % but not exceeding Rs.10 lakhs	
2.3	Technical sanction to detailed estimates for works administratively approved by competent authority	Full	
2.4	Excess over technical sanction	Upto 10 % over technical sanction	
2.5	Acceptance of tenders for works	1. Open tenders: Full 2. Single or limited tenders: Upto Rs.10 lakhs provided lowest technically acceptable tender is accepted.	
2.6	To sanction commencement of work on an urgency certificate after administrative approval but before technical sanction to the estimate.	Upto Rs.10 lakhs	
2.7	To grant extension of time to Contractors.	Full	
2.8	To decide the quantum of compensation recoverable from contractors for delay in execution of full/part of the work in	Full	As per Government of India Practices.

	terms of the contract.		
2.9	Payment of substandard work at reduced rate	Full	
3.	Purchase		
3.1	To sanction purchase of: a) Raw materials b) Plant & Machinery c) Spares, tools & other stores, repair of plants & machinery	Rs. 25 lakhs in each individual case within the budget	Purchase will be made a) In accordance with the prescribed purchase procedures/inventory control procedure. b) Subject to availability of funds. c) Sufficient reasons for bypassing the lowest tender in relaxation of rule 15(1) of the GFR 1963 read with G.S. No. 4 should be recorded.
3.2	Acceptance of tender when open tenders are invited and more than one valid tender is received.	Full (for lowest technically acceptable tender)	
3.3	Acceptance of tenders (single) by negotiation after invitation of tenders for reasons to be recorded in writing	Rs.10 lakhs	
[Amendment approved by the Governing Body in its 44 th Meeting held on 16.01.2019, vide Item No. 44.8.7/F-28.9]			
3.4	Repeat orders within 1 year of original order provided there has been no downward trend in prices and further the value of the repeat order does not exceed 100 % of the value of original order.	Rs. 2 lakhs	Provided that the repeat order is necessitated for additional requirement, which could not be fore-seen at the time of original order.
3.5	Purchase at controlled rates or purchases of proprietary articles without calling for tenders.	Rs. 10 lakhs	

3.6	Purchase against rate of contracts at the DGS & D rates.	Full	
3.7	Emergent Purchase	Upto a limit of Rs.100,000/- on each single occasion	Subject to budget provision and availability of funds.
3.8	Grant of extension of time beyond the peirod stipulated for execut/ion of the purchase order.	Full	
3.9	To waive liquidated damages in case of late deliveries.	Upto Rs.5 lakhs	
3.10	To sanction for demurrage / wharfage.	Full	

3.11	Advance payment to suppliers wherever necessary.	Full	Subject to the conditions that in the case of advance payment conditions stipulated in the Ministry of Fin. (Dept. of Expenditure) O.M. No. F. 11 (11)-E, II (A)/66 dt. 20.12.1968 should be fulfilled.
4	Recurring & contingent Expenditure of all kinds	As indicated below	Subject to funds being available, under the provision for contingencies.
4.1	Advertisement charges	Full	Upto the limit of budget provision
4.2	Servicing of machinery / equipments etc.	Full	All such case to be reported to the Governing Body
4.3	Entertainments for distinguished visitors	Full	Hospitalities in the shape of lunch / dinner to distinguished Indian and foreign visitor, scientists/musicologists, E.C. and other expert committee members and internal travel in respect of foreign visitors.

4.4	Gifts to high dignitaries visiting museum/center	Full	
4.5	Honorarium to Staff	Full	As per Govt. rules
4.6	Honorarium to visiting Professors/Scientists/Museum Experts for specialized lecture	Full	
4.7	Honorarium/fee for instructors/reporters appointed for giving dictation and evaluating the transcriptions for recruitment to posts of Stenographers or for conducting typing tests in case of L.D. C's or for conducting aptitude tests for technical posts.	Full	Subject to the condition that it will be exercised in cases where payment of honorarium is made to an outsider.
4.8	In all other cases	Full	

5	Financial:		
5.1	Power to write off losses: a) Irrecoverable losses of stores b) Loss of revenue or irrecoverable loans & advances c) Deficiencies in stores and depreciation in the value of stores included in the stock and other accounts.	Upto Rs.5000/- in each case Upto Rs.5000/- in each case Upto Rs.10000/- in each case	The power may be exercised provided: a) The loss does not disclose a defect in rules or procedures. b) There has not been any serious lapse or negligence on the part of any PGSC employee calling for disciplinary action.
5.2	To sell or dispose of any raw materials,	Upto a book value or Rs.50,000/- in the	

	plant or machinery found in excess of the requirements of PGSC or found unserviceable or obsolete.	case of each individual item.	
5.3	To award contracts for loading, unloading, handling, transport of materials, equipment and machinery.	Full	On the basis the lowest technically acceptable tender / quotation.
5.4	To sanction any project for research and development.	Rs.10 lakhs	Subject to approved budget provision for developmental projects.
5.5	To hire premises/offices for PGSC or subsidiary units.	Full	
5.6	To sanction re-appropriations in the sanctioned budget from one unit to another	Full as per PGSC byelaw 10	
5.7	To sanction expenditure on ceremonial occasions	Full	Subject to budget provision
5.8	TA to experts, consultants etc.	Full	Subject to PGSC rules
5.9	To incur expenditure on immediate safety of employees, plant and machinery etc. within works premises.	Full	
5.10	To sanction expenditure for transport of materials other than by the cheapest mode in case of emergencies (reasons to be recorded in writing).	Full	

6.	Residuary Powers:		
6.1	Powers not specifically covered in para 1 to 5 above	i) Delegation of Powers to subordinate officers in PGSC headquarters ii) Sub-delegation of powers to other officers of PGSC.	Sub-delegated powers not to exceed powers delegated to Director General, PGSC. Any sub-delegation should be reported to the Governing Body.

DELEGATED TO MEMBER SECRETARY / PROJECT MANAGER (CONSTRUCTION)

/ EXECUTIVE ENGINEER OF PGSC

(C) AS APPORVED IN 4TH MEETING OF GOVERNING BODY OF PGSC held on 18.04.2001

S.No.	Nature of Power	Engineer / Officer	Power	Remarks
1.	To accord technical sanction to detailed estimates of Original Works	Member Secretary	Full Power	Power of Chief Engineer in PWD
		Project Manager (C)	30.00 lacs	Power of S.E. in PWD
		Executive Engineer	7.50 lacs	Power of Non Selected E.E. in PWD
2.	To accept tenders for contracts for sanctioned works	Member Secretary	Full Power	Power of Chief Engineer in PWD
		Project Manager (C)	30.00 lacs	Power of S.E. in PWD
		Executive Engineer	7.50 lacs	

				<p>Power of Non Selected E.E. in PWD</p> <p>This power is subject to the condition that:</p> <p>(1) No higher rates are accepted than those mentioned in the sanctioned estimates</p> <p>(2) Approval of higher authority is to be obtained if the tender other than the lowest is to be accepted.</p>
3.	To approve Non Schedule Items / not provided in B.O.Q.	<p>Member Secretary</p> <p>Project Manager (C)</p> <p>Executive Engineer</p>	<p>Full Power</p> <p>Rs.1.00 Lacs per item upto maximum of Rs.10.00 lacs in a work</p> <p>Upto 0.05 lacs per item and upto 1.0 lac in a work</p>	Power of Chief Engineer in PWD
4.	Variation in quantity of item of work beyond B.O.Q. in Contract Agreements	Member Secretary	Full powers	

		Project Manager (C)	30 %	
		Executive Engineer	10 %	
5.	To pass bills and to make payment to Contractors	Executive Engineer	Full Powers after Scrutiny of Bills by the Manager Engg. Accounts	Subject to the condition that B.O.Q. and N.S. Items are approved as mentioned at S.No. 3 & 4
6.	To call Quotations and draw work order	Executive Engineer	Rs.1.0 lacs	As in PWD
7.	Local Purchase	Member Secretary	Full powers	As in PWD
		Project Manager (C)	Rs.20,000/- per item subject to maximum of Rs.2.0 lacs in a year	As in PWD
		Executive Engineer	Rs.5000/- per item subject to maximum of Rs.50,000/- in a year.	As in PWD

8.	Change in Specifications	Member Secretary	Full Powers	Power of C.E. in PWD
		Project Manager (C)	Nil	
		Executive Engineer	Nil	
9.	To sanction estimates for Repairs / Special Repairs	Member Secretary	Full Powers	Power of C.E. in PWD
		Project Manager (C)	7.5 lacs subject to the condition that no change in specifications is involved.	Power of S.E. in PWD
			0.5 lacs subject to the condition that no change in specifications is involved.	
		Executive Engineer		Power of E.E. in PWD

Note: - Other Powers, Functions and Duties of the Engineering staff shall be as per instructions of Punjab Govt. , Public Works Department.

**Financial /Administrative powers delegated to
Director**

[Amendment approved by the Governing Body in its 44th Meeting held on 16.01.2019, vide Item No. 44.7]

S.No.	Nature of Powers	Extent of Powers delegated
1.	Sanction to purchase (a) Without quotation / without formation of 3 members committee (in emergent cases) (b) With quotation *limit to purchase with / without quotation (Sr. No. 1a & b) to be in consonance with General Financial Rules) “I am personally satisfied that these goods purchase are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”	Rs. 25,000/- Rs.50,000/-
1.1	Sanction to Constitute Committee a) Local Purchase Committee of 03 members for purchase of Goods on each occasion	Rs. 1,00,000
2.	Office Expenditure To sanction payment of (a) Electricity, Water Fees and Tax, Telephone Bills, insurance of Assets, postage and telegram, Petrol, diesel of cars etc. (b) Maintenance contract for equipments including repairs and consumables (c) Travelling expenses	Full Powers Rs.10,000/- Full Powers
3.	Payment of advance TA to the staff.	Rs. 10,000/-
4.	To make payment in connection with arrangement (Stay, lunch, dinner) of the dignitaries visiting PGSC & other meeting expenses	Rs. 25,000 Subject to the limit of Rs. 2.5 Lac per year
5.	Entertainment of Guests	Rs. 1500/- at a time Subject to the limit of

		Rs. 1.0 Lac per year
6.	To make payment of medical reimbursement to staff/ officers of PGSC for out door treatment as per rules	Full Powers
7.	To sanction repair & maintenance of vehicles of PGSC (a) normal running & maintenance (b) Special running & maintenance from authorized agency	Rs. 5,000/- at a time Rs. 25,000/-
8.	To make payment of salary & allowances/ TA of the staff	Full Powers
9.	To make payment towards monthly wages of manpower recruited through Contracting Agencies.	Full Powers
10.	Payment of sitting fee / T.A. to experts as per approved rates of the Governing Body	Full Powers
	<p>Administrative Delegations to the Director:</p> <ul style="list-style-type: none"> ➤ To sanction annual grade increment to all the staff. ➤ To sanction tour programme of the staff. ➤ To ensure timely completion of ACR's every year, of all the staff members of PGSC. ➤ To sanction casual leave to staff under his control. ➤ To accept joining and departure report of staff. 	

OFFICE ORDER**No. 26 dated 30.06.2006**

The Governing Body in its 16th meeting held on 22.06.2006 (Vide Item No. 16.11) has approved the delegation of Powers to the Director/Administrative Officer/Manager (Finance Accounts) of the PGSC, as under: -

To file and defend suits or other legal proceedings on behalf o the Society		Director/Administrative Officer
All matters relating to filing of income tax returns and associated issues		Director/Manager (Finance & Accounts)

**Financial / Administrative Powers delegated to
Deputy Director**

S.NO.	Nature of Powers	Extent of Powers delegated
1.	Sanction to purchase 1. Without quotation (in emergent cases) 2. With quotation	Rs.1,000/- Rs.2,500/-
Administrative Powers to Deputy Director		
	➤ To sanction casual Leave to the Staff under control of the Deputy Director (list may be got approved from D.G.).	

Operation of Bank Accounts of PGSC, Kapurthala

In supersession of our previous orders in respect of operation of Bank Accounts of PGSC at Kapurthala, the Chairman, Governing Body has been pleased to approve the new arrangement of operation of Bank Accounts of PGSC, Kapurthala as under: -

1.	To pass bills and to make payments to contractors above Rs.25000/- after scrutiny of bills by Executive Engineer.	1. Director General 2. Manager (Finance & Accounts) In absence of Director General on long leave/tour: 1. Director 2. Manager (Finance & Accounts)
2.	Cheques beyond Rs.25000/- other than as indicated in Sr. No. 3 below.	1. Director General 2. Manager (Finance & Accounts) In absence of Director General on long leave/tour: 1. Director 2. Manager (Finance & Accounts)
3.	Cheques in respect of Salary, Electricity bills, telephone bills and bills pertaining to statutory requirements	1. Director 2. Any one officer out of the following: ➤ Manager (Finance & Accounts) ➤ Deputy Director

4.	To pass bills and to make payments to contractors upto Rs.25000/- after scrutiny of bills by Executive Engineer.	1. Director 2. Any one officer out of the following: ➤ Manager (Finance & Accounts) ➤ Deputy Director
5.	Cheques upto Rs.25000/- other than as indicated in Sr. No. 3 above.	1. Director 2. Any one officer out of the following: ➤ Manager (Finance & Accounts) ➤ Deputy Director

Operation of Bank Accounts of PGSC, Mohali

1.	To pass bills and to make payments.	1. Director General 2. Administrative Officer
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Powers of Manager (Finance & Accounts)

As approved in MoA and Rules & Regulations of PGSC

Finance and Accounts

2. All **funds** of the Society shall be paid into the Society's account with a **nationalised bank** and shall be operated by the Director General and Finance Officer or by such officers as may be duly empowered in this behalf by the Governing Body by any two of them jointly from time to time.
4. There will be at Headquarters of the Society a Finance Officer, who will be a full time employee of the Society and will be responsible for control of its Finances/ Budget, maintenance of accounts and internal audit. The Finance Officer shall advise the Director General on all financial matters. The Director General shall have the power to overrule his advice by recording reasons therefore. A report of all such cases shall be sent to the Governing Body for information. Members shall be entitled to inspect the accounts and of the proceedings of the meetings by giving at least 15 days notice in writing to the Director General.

Manual No. 17.7.4 RTI Blank Forms.

Form ‘A’

Form of application for seeking information under the Right to Information Act, 2005

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

- 1. Full Name of the Applicant _____
- 2. Father’s/Spouse’s name _____
- 3. Permanent Address _____
- 4. Correspondence Address _____
- 5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates**

- c. Specify details of information required _____
- d. Whether information is required by post or in person

(The actual postal charges shall be included in providing information)

E. In case by post (Ordinary, Registered or Speed post.) _____

- 6. Is this information not made available by the Public Authority under voluntary disclosure?

- 7. Do you agree to pay the required fee? _____
- 8. Have you deposited application fee? (If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place :

Date :

Full Signature of the applicant and
Address
E-mail address, if
any.....
Tel. No.
(Office).....
(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address:

Web-site: _____

Tel. No :

Form 'B'

TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the
Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation
and,

Therefore, your application is being referred herewith to Shri _____

4 This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

Form 'C'
Rejection Order
[See rule 8&9]

From _____

Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address:

Web-site: _____

Tel. No. _____

**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT
AUTHORITY**

I. D N. o	Name and Addre ss of Appli cant	Date of Receipt of Applica tion in Form A	Type of Inform ation asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt .	Recpt no.	Date	Informati on		Application	
							Sup plie d	Part ially Sup plie d	Rej ect ed	Return ed to Appl icant

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

Policies in respect to affecting the general public are published in Newspapers uploaded on website: www.pgsciencecity.org and displayed on the notice boards at Science City, Kapurthala.

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

Not Applicable.